



Southern West Virginia Community and Technical College
Board of Governors
Meeting of August 20, 2024
6:00 p.m.
100 College Drive, Building C, Room 428
Logan, West Virginia, and Zoom

To Join Zoom Meeting:

<https://zoom.us/j/93810880807?pwd=Uk85eOAB4fEWlSonC6iqyVmCGxEhiR.1>

Meeting ID: 938 1088 0807

Passcode: 366164

Dial In: 1 646 876 9923

Mission: Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote success for those we serve.

AGENDA

- 1. Roll Call, Verification of Quorum, and Call to Order..... Robert Baldwin
Board Chair
- 2. Call for Public Comments to the Board of Governors Chair Baldwin
- 3. Oath of Office Mr. Joe Linville
Chief Facilities Management Officer
- 4. Student Services Annual Report 3
Mr. Darrell Taylor
Chief Student Services Officer
- 5. Faculty Senate Report Mr. Chris Ward
Chair, Faculty Senate
- 6. HLC Institutional Response Update..... President Alderman
- 7. Finance Report 117
Ms. Velva Pennington
Chief Financial Officer
- 8. President’s Report 119
President Alderman
- 9. Discussion Items Chair Baldwin
 - 9.1 Wyoming Campus Update President Alderman
 - 9.2 Mingo County Schools Use of Williamson Campus Update President Alderman

10.	Action Items.....	Chair Baldwin
10.1	*Approval of June 18, 2024, Board Meeting Minutes	121
10.2	*Request for Final Approval Following Additional 30-Day Comment Period	
10.2.1.	*SCP-5XXX, <i>PCI Compliance and Merchant Services</i>	128
	Ms. Debbie Dingess, Chief Human Resources Officer	
10.3	*Request for Final Approval Following 30 Day Comment Period	
10.3.1	*SCP-1230, <i>Firearms, Weapons, and Explosives Policy</i>	134
	Ms. Debbie Dingess, Chief Human Resources Officer	
11.	Informational Items.....	Chair Baldwin
11.1	Organizational Chart	140
11.2	Succession Plan	153
	President Alderman	
11.3	The next regular Board of Governors meeting will be held October 15, 2024, at 6:00 p.m.	
12.	**Executive Session under Authority of WV Code §6-9 Regarding Personnel**	
12.1	Personnel Matters	Chair Baldwin
12.2	Results of Annual Evaluation of President	Chair Baldwin
12.3	Results of Annual Board of Governors Self Evaluation	Chair Baldwin
12.4	Five-year Evaluation for President Alderman.....	Chair Baldwin
13.	Adjournment	Chair Baldwin

*Denotes an item requiring action/Approval.

**Upon return to Open Meeting from any Executive Session, the Board of Governors may take action on items discussed.

STUDENT SERVICES

ANNUAL REPORT TO THE BOARD OF GOVERNORS



Southern West Virginia Community and Technical College
July 1, 2023 – June 30, 2024

INTRODUCTION

The Student Services Unit at Southern West Virginia Community & Technical College has made significant strides in supporting student success across various departments, including Admissions, Financial Aid, the Registrar's Office, and Student Success programs. This report provides an overview of the accomplishments and activities within these areas over the past year.

ADMISSIONS

The Admissions Department has had a highly productive year, focusing on increasing enrollment and improving student engagement. Key achievements include:

Enrollment Growth:

Fall 2023: 1459 Headcount & 1181.33 FTE

Fall 2022: 1364 Headcount & 1070.47 FTE

Spring 2024: 1238 Headcount & 977.53 FTE

Spring 2023: 1231 Headcount & 987.53 FTE

Summer 2024: 436 Headcount & 144.87 FTE

Summer 2023: 385 Headcount & 128.73 FTE

Totals 2023-2024: 3133 Headcount & 2303.73 FTE

Totals 2022-2023: 2980 Headcount & 2186.73 FTE

Recruitment and Outreach:

Hosted multiple recruitment events, campus tours, and participated in local fairs and festivals.

Conducted extensive email campaigns targeting new and prospective students, resulting in improved communication and engagement.

Application Processing:

Processed over 2,000 applications for various terms, with a personalized welcome packet sent to each admitted student.

New CRM: Element451:

User Interface: The implementation of Element451 has revolutionized the admissions process with its user-friendly interface, making it easier for both staff and students to navigate.

Online Application Management: The CRM currently houses the College's online application and will expand to include applications for all programs with competitive admissions in the future, streamlining the submission and review process.

Integrated Artificial Intelligence: Element451's AI capabilities have enhanced communication with prospective students, personalizing interactions, and providing timely responses to inquiries.

Enhanced Features: The system's advanced features include data analytics, automated workflows, and customizable templates, all of which contribute to more efficient and effective admissions operations.

FINANCIAL AID

The Financial Aid Department has continued to provide critical support to students needing financial assistance. Key achievements include:

Financial Disbursements:

Authorized over \$5.3 million in federal aid, over \$1.8 million in state aid, and over \$250,000 in institutional aid to our students, ensuring they have the necessary resources to pursue their education.

Federal	Yearly Award Amount
Pell Grant	\$ 4,014,760.38
Direct Subsidized Loans	\$ 702,357.00
Direct UnSubsidized Loans	\$ 473,428.00
SEOG	\$ 85,336.25
Emergency SEOG	\$ -
Work-study	\$ 53,589.00
Total	\$ 5,329,470.63
State	
WV Higher Education Grant	\$ 1,153,208.00
WV Invest	\$ 343,562.00
Promise	\$ 180,400.00
HEAPS	\$ 161,827.00
WV Nursing	\$ 42,500.00

Total	\$ 1,881,497.00
Institutional	
Southern Scholarship	\$ 194,008.50
Foster Care Waiver	\$ 4,208.00
HSTA	\$ 4,826.00
Employee Waiver	\$ 13,630.00
Employee Dependent/ Spouse Waiver	\$ 38,113.00
Total	\$ 254,785.50

The Financial Aid staff ran almost all year without their Director, who was in a significant car accident, and one of the experienced Financial Aid Counselors, who found employment elsewhere. The remaining staff are to be commended for their extra efforts this year.

REGISTRAR

The Registrar's Office has been instrumental in maintaining the integrity of student records, facilitating smooth graduation processes, and supporting veterans. Key highlights include:

Academic Catalog and DegreeWorks:

Regular updates to the academic catalog and DegreeWorks, ensuring accurate and current information for students and faculty.

Successful Graduation Checkout events and ceremonies, with 668 diplomas printed.

Transcript Management:

Processed 2,380 outgoing transcripts and received 724 incoming transcripts, reflecting the increased student mobility and demand for academic records.

Veterans Services:

Certified enrollment for 28 students receiving Veterans' Benefits and completed a federal compliance survey with no discrepancies found.

Commencement:

The college hosted one commencement ceremony in December and several in May. In the spring, there were two traditional ceremonies, in addition to ceremonies that combined Allied Health and Nursing pinning with Commencement.

The number of graduating students continues to grow, and more students are participating in Commencement ceremonies, reflecting the increasing engagement and success of our student body. This year, 323 students participated in Commencement ceremonies.

STUDENT SUCCESS

The Student Success Center has provided academic support and enhanced the overall student experience. Major activities include:

Advising:

Provided ongoing advising, registration assistance, and career guidance to students throughout the year.

Student Services staff members served 1,247 visitors requesting advising services. These services were provided in person, on SSConnect, by telephone, and via email.

SSConnect:

Facilitated 2,557 interactions through the SSConnect virtual platform, offering students a convenient and accessible way to receive support.

Financial Aid Audits:

Student Success Advisors conducted audits of 138 classes in Fall 2023 and 95 in Spring 2024, ensuring compliance and proper financial aid allocation.

Transfer Opportunities:

Organized Transfer Opportunity Days, where 10 institutions of higher education allowed 30 of our students to explore options for continuing their education at other institutions.

CO-CURRICULAR ASSESSMENT

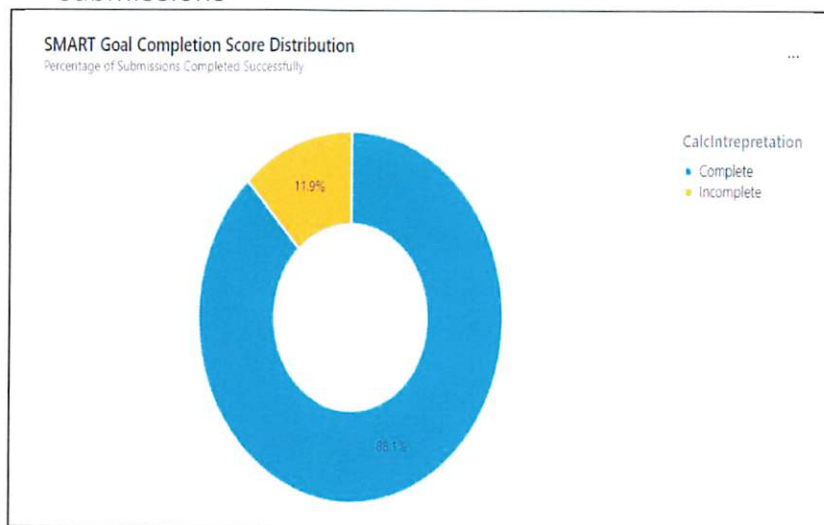
The Co-Curricular Assessment initiatives have been key in aligning student activities with institutional learning outcomes. The Student Services Unit has focused on:

Defining Co-Curricular:

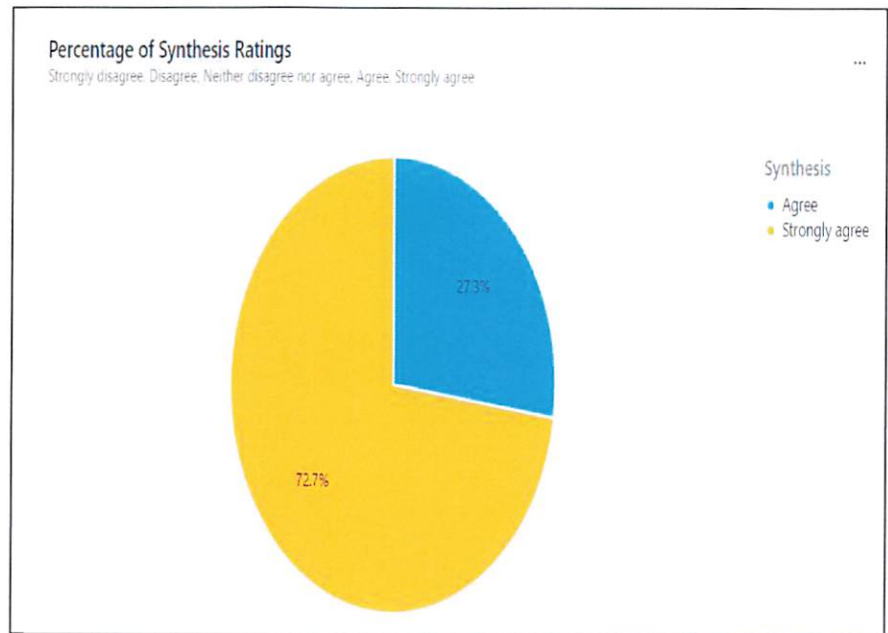
Southern defines Co-Curricular as learning activities, programs, and experiences that reinforce or complement the College's mission, values, and formal curriculum.

Creating Achievable Goals and Results

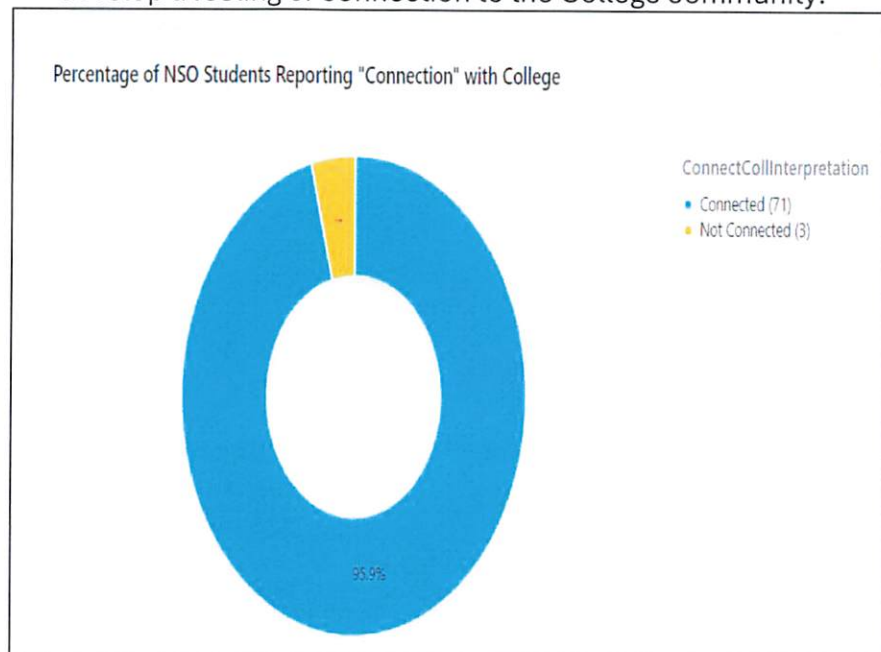
- Department: Student Success
 - Students will develop steps to reach a goal
 - Program: Student Clubs and Organizations: NSLS
 - Students will score at least 10 out of 15 on their SMART goals submissions



- Department: Financial Aid
 - Students will appraise their communication skills
 - Program: Work-Study
 - Students will score 3 or higher on their self-evaluation of their communication skills.
 - 13 or 13 work-study students scored a 3 or higher on their self-evaluation of their communication skills
 - The average communication skills score was 4.38 on a 5 point scale.
- Department: Registrar
 - Students will think critically about their academic requirements.
 - Program: Graduation Check-Out
 - Students will synthesize information when they review their DegreeWorks report and their Program of Study with an Advisor.



- Department: Admissions
 - Students connect with resources that improve their odds of success.
 - Program: New Student Orientation
 - At least two-thirds of students who complete the NSO evaluation will agree or strongly agree that NSO helped them develop a feeling of connection to the College community.



SERVICE EXCELLENCE

Commitment to Service Excellence has been a cornerstone of the Student Services Unit's mission. This year's efforts include:

Staff Training:

Southern's Service Excellence Committee conducted training programs on the fundamentals of service excellence. Sixty-one (61) employees from various units of the College have completed the training, including 15 members of the Student Services team.

Days of Service:

Southern West Virginia Community & Technical College is excited to announce its upcoming "**Day of Service**", a community-centered initiative designed to bring students, faculty, staff, and community members together to make a meaningful impact within our College's service district. This day will be dedicated to a series of community projects aimed at improving and supporting the local communities that our College serves.

Event Details:

- **Date:** 10/11/2024 and 4/4/2025
- **Time:** All Day!!
- **Location:** Various locations within the College's service district

Purpose: The **Day of Service** is an opportunity for the entire Southern West Virginia community to collaborate on projects that address local needs, promote civic engagement, and strengthen the bond between the College and the surrounding communities. Whether it's beautifying public spaces, supporting local charities, or assisting with community development efforts, this event will showcase our commitment to serving and enriching our community.

Who Can Participate:

- **Students:** A great way to earn volunteer hours, build connections, and contribute to the community that supports your education.
- **Faculty and Staff:** An opportunity to demonstrate leadership, mentor students, and engage in meaningful work outside the classroom.
- **Community Members:** Join hands with the College to support local initiatives and make a positive difference in your neighborhood.

Projects: Participants will have the option to choose from a variety of service projects that cater to different interests and skills. These projects may include:

- **Environmental Clean-Up:** Restoring parks, riversides, and public spaces.
- **Community Revitalization:** Assisting with neighborhood improvement projects.
- **Charity Support:** Partnering with local organizations to provide essential services.
- **Educational Outreach:** Engaging with local schools to promote learning and growth.

How to Get Involved:

- **Sign-Up:** Register online or at the designated on-campus locations. Group sign-ups are also encouraged.
- **Preparation:** All necessary materials and instructions will be provided. Volunteers are encouraged to wear comfortable clothing and bring a positive attitude!

Outcome: The **Day of Service** will culminate in a celebration of the work accomplished, with a closing ceremony to recognize the contributions of all participants. This event not only benefits the communities we serve but also fosters a sense of pride and unity within the College.

Join us for this rewarding experience as we come together to make a lasting difference!

ARTIFICIAL INTELLIGENCE

This year marked the integration of Artificial Intelligence (AI) in several areas to enhance student services and streamline operations:

Admissions and Communication:

Deployed AI-powered tools (Element451) to personalize communication with prospective and current students, improving engagement and response rates.

Released an AI bot on our application website, which is soon to be expanded to other areas of the website, enhancing user experience and providing instant support.

Operational Efficiency:

Utilized AI for data analysis and decision-making processes, contributing to more informed and timely actions within the department.

CONCLUSION

The 2023-2024 academic year has been a period of growth, innovation, and success for the Student Services Unit at Southern West Virginia Community & Technical College. Through the collective efforts in Admissions, Financial Aid, the Registrar's Office, Student Success, Co-Curricular Assessment, Title IX, Service Excellence, and the integration of Artificial Intelligence, we have made significant strides in supporting our students and enhancing their educational journey.

APPENDIX

ADMISSIONS REPORT

Admission Department End-of-Year Report 2023-2024

Overview

The Admission Department at Southern WV Community & Technical College has had a remarkable year. Our dedicated team worked tirelessly to achieve outstanding results, and we're proud to share our accomplishments.

Enrollment Growth

Enrollment saw a significant boost across all terms. Specifically:

- **Fall 2023:** We experienced a surge in new student admissions, resulting in increased enrollment.
- **Spring 2024:** Our efforts continued to pay off, with more students joining our college community.
- **Summer 2024:** Even during the summer sessions, enrollment remained strong.

Recruitment and Outreach

Our Recruitment and Outreach Specialist played a pivotal role:

- **Recruitment Events:** They attended numerous recruitment events, connecting with prospective students and sharing the benefits of our college.
- **Campus Tours:** Hosting middle and high school students on campus allowed us to showcase our facilities, programs, and vibrant community.
- **Local Fairs and Festivals:** Coordinating participation in county fairs and festivals helped us reach a wider audience.

Student Communications

Our Student Communications Specialist ensured effective communication:

- **Email Campaigns:** Thousands of emails were sent to new students, current students, and prospective students. These campaigns covered recruitment, registration, and other essential information.
- **Personalized Approach:** Tailoring messages to individual needs enhanced engagement and encouraged enrollment.

Application Processing and Welcome Packets

The Program Assistant for the Admission Department handled critical tasks:

- **Application Processing:** They diligently processed thousands of college applications, ensuring a smooth admissions process.
- **Welcome Packets:** Each admitted student received a personalized welcome packet, creating a positive first impression and setting the tone for their college journey.

Conclusion

The Admission Team's dedication and hard work have yielded impressive results. As we reflect on the past year, we celebrate our achievements and look forward to continuing our mission of supporting students on their educational paths.

Admissions

July 1, 2023 to June 6, 2024

Applications: **Fall 23** **666**

Freshmen	287
HS	134
Non Degree	14
Readmit	161
Transfer	65
Visiting	5

Spring 24 **461**

Freshmen	216
HS	59
Non Degree	13
Readmit	113
Transfer	55
Visiting	5

Summer 24 **473**

Freshmen	238
HS	123

Non Degree	9
Readmit	56
Transfer	39
Visiting	8

Fall 24 445

Freshmen	277
HS	44
Non Degree	7
Readmit	76
Transfer	41
Visiting	0

Total Applications: 2,045

Welcome Letters/Packets:

Fall 2023:	352
Spring 2024:	270
Summer 2024:	274
Fall 2024:	318

Professional Development

Element 451 implementation & training since February 2024.

Chapmanville Primary School Career Day—180 students in attendance

Student Communications Specialist

Emails

7 CollegExpress Email Campaigns: 6,937

24 Registration Email Campaigns: 372,960

15 High School Prospect Campaigns: 6,750

Meet Your Advisor Emails: 1,255

Total Emails Sent: 387,902

Applications Processed

Applications Processed by Shelly: 1490

Total All Applications Processed: 2039

Organizations and Volunteer Work

ACCE Monthly Meetings

CSC Monthly Meetings Serve as Recorder

Belfry Readifest

Professional Development

Airtable: The Complete Guide to Airtable-Master Airtable Course (104 Lectures/7.5 hrs.)

CPoS Training

Unlocking Student Engagement: Mastering Social Media Connections Webinar (1 hr.)

Elevate Engagement: Personalizing Digital Interactions for Prospective Students (1 hr.)

The AI Classroom: Tools, Techniques, and Transformation Webinar (1 hr. and 30 min.)

Online Professional Development Training (Vector Solutions) 8 modules –(4hrs 13 mins.)

Element 451 Webinar: Power Emails with AI: Crafting with Artificial Intelligence/44 mins

Element 451 Demos: Pages and Forms, People, Bolt Profiles, Conversations, Events, The Application Portal, Decisions, Microsites, Campaigns, Workflows, Packs, Insights, Surveys, Organizations, Import/Export (46 min.)

Element 451 Demo: Integrating AI into Your Recruiting Strategy (57 mins)

Element 451 Webinar: Overcoming Recruiting and Engagement Challenges (30 mins)

Element 451 Webinar: Core A Training (70 mins)

Element 451 Demo: Core B Training (120 mins)

Element 451 Demo: Data Import Basics (120 mins)

Element 451 Webinar: Core C Training (50 mins)

Element 451 Webinar: Core D Training (55 mins)

Element 451 Webinar: Appointments (60 mins)

Element 451 Webinar: Core E Training (55 mins)

Element 451 Webinar: Import + Export Update (30 mins)

Element 451 Webinar: BoltBot (30 mins)

Element 451 Webinar: Packs (60 mins)

Hands-on Training and Set-up of Element451

Recruitment and Outreach Specialist

SCHOOL VISITS – 31

FESTIVALS/EVENTS – 7

CAMPUS TOURS – 10

TOTAL TOUR ATTENDANCE – 1110

ROADRUNNER TOUR STOPS – 11

SENIOR DECISION EVENTS – 15

SENIOR DECISION COMMITMENTS FROM SENIOR DECISION EVENTS – 125

TOTAL ROADRUNNER STUDENT SCANS – 425

FINANCIAL AID REPORT

	Fall 2020		Spring 2021		Summer 2021		Yearly Award Amount
	Students Awarded	Award Amount	Students Awarded	Award Amount	Students Awarded	Award Amount	
Federal							
Pell Grant	881	\$ 2,365,458.74	733	\$ 1,936,988.00	18	\$ 38,338.00	\$ 4,340,784.74
Direct Subsidized Loans	264	\$ 469,860.00	246	\$ 464,450.00	2	\$ 2,722.00	\$ 937,032.00
Direct UnSubsidized Loans	315	\$ 604,044.00	286	\$ 597,119.00	2	\$ 990.00	\$ 1,202,153.00
SEOG	77	\$ 30,575.50	138	\$ 54,614.50	33	\$ 13,019.18	\$ 98,209.18
Emergency SEOG	0	\$ -	0	\$ -	56	\$ 39,057.52	\$ 39,057.52
Work-study	2	\$ 2,955.40	1	\$ 434.77	0	\$ -	\$ 3,390.17
Total		\$ 3,472,893.64		\$ 3,053,606.27		\$ 94,126.70	\$ 6,620,626.61
State							
WV Higher Education Grant	442	\$ 632,810.00	340	\$ 483,863.00			\$ 1,116,673.00
WV Invest	79	\$ 117,455.00	71	\$ 108,772.00	1	\$ 1,932.00	\$ 228,159.00
Promise	36	\$ 67,620.00	33	\$ 63,756.00			\$ 131,376.00
HEAPS	57	\$ 69,392.00	35	\$ 42,230.00	57	\$ 44,731.00	\$ 156,353.00
WV Nursing	5	\$ 6,250.00	5	\$ 6,250.00			\$ 12,500.00
Total		\$ 893,527.00		\$ 704,871.00		\$ 46,663.00	\$ 1,645,061.00
Institutional							
Southern Scholarship	35	\$ 60,004.00	33	\$ 54,865.00	6	\$ 3,703.00	\$ 118,572.00
Foster Care Waiver	7	\$ 13,524.00	5	\$ 9,338.00	0	\$ -	\$ 22,862.00
HSTA	5	\$ 9,660.00	3	\$ 5,796.00	0	\$ -	\$ 15,456.00
Employee Waiver	5	\$ 4,105.51	6	\$ 7,728.00	3	\$ 1,932.00	\$ 13,765.51
Employee Dependent/ Spouse Waiver	14	\$ 20,769.00	15	\$ 24,472.00	1	\$ 161.00	\$ 45,402.00
Total		\$ 108,062.51		\$ 102,199.00		\$ 5,796.00	\$ 216,057.51

Fall 2021		Spring 2022		Summer 2022		Yearly Award Amount
Students Awarded	Award Amount	Students Awarded	Award Amount	Students Awarded	Award Amount	
738	\$ 1,989,460.94	625	\$ 1,694,208.00	23	\$ 45,232.00	\$ 3,728,900.94
219	\$ 396,328.00	215	\$ 398,079.00	1	\$ 1,732.00	\$ 796,139.00
237	\$ 484,865.00	229	\$ 482,833.00	1	\$ 2,814.00	\$ 970,512.00
58	\$ 23,200.00	164	\$ 65,088.75	26	\$ 10,258.01	\$ 98,546.76
0	\$ -	0	\$ -	88	\$ 44,525.61	\$ 44,525.61
6	\$ 3,778.65	12	\$ 17,468.72	0	\$ -	\$ 21,247.37
	\$ 2,897,632.59		\$ 2,657,677.47		\$ 104,561.62	\$ 5,659,871.68
464	\$ 686,322.00	383	\$ 569,964.00	0	\$ -	\$ 1,256,286.00
87	\$ 140,897.00	90	\$ 154,249.00	0	\$ -	\$ 295,146.00
39	\$ 75,348.00	38	\$ 73,416.00	0	\$ -	\$ 148,764.00
66	\$ 78,312.80	47	\$ 62,146.00	83	\$ 66,332.00	\$ 206,790.80
2	\$ 2,200.00	1	\$ 1,100.00	0	\$ -	\$ 3,300.00
	\$ 983,079.80		\$ 860,875.00		\$ 66,332.00	\$ 1,910,286.80
46	\$ 81,297.00	37	\$ 63,140.00	0	\$ -	\$ 144,437.00
9	\$ 17,227.00	5	\$ 9,338.00			\$ 26,565.00
7	\$ 13,524.00	6	\$ 9,830.00			\$ 23,354.00
19	\$ 12,558.00	8	\$ 10,691.51	3	\$ 1,610.00	\$ 24,859.51
14	\$ 24,311.00	17	\$ 30,429.00	2	\$ 1,932.00	\$ 56,672.00
	\$ 148,917.00		\$ 123,428.51		\$ 3,542.00	\$ 275,887.51

Fall 2022		Spring 2023		Summer 2023		Yearly Award Amount
Students Awarded	Award Amount	Students Awarded	Award Amount	Students Awarded	Award Amount	
714	\$ 1,901,776.85	638	\$ 1,739,463.31	90	\$ 162,664.00	\$ 3,803,904.16
218	\$ 401,354.00	193	\$ 381,891.00	4	\$ 8,750.00	\$ 791,995.00
200	\$ 446,167.00	178	\$ 416,068.00	5	\$ 14,177.00	\$ 876,412.00
53	\$ 21,200.00	151	\$ 60,000.00	27	\$ 9,032.50	\$ 90,232.50
0	\$ -	0	\$ -	0	\$ -	\$ -
16	\$ 23,418.79	16	\$ 31,376.96			\$ 54,795.75
	\$ 2,793,916.64		\$ 2,628,799.27		\$ 194,623.50	\$ 5,617,339.41
444	\$ 678,128.00	373	\$ 578,683.00			\$ 1,256,811.00
122	\$ 207,639.00	96	\$ 181,402.00	3	\$ 6,935.00	\$ 395,976.00
44	\$ 85,007.00	45	\$ 83,486.00			\$ 168,493.00
46	\$ 61,624.00	38	\$ 53,334.00	72	\$ 69,210.00	\$ 184,168.00
7	\$ 17,500.00	7	\$ 17,500.00			\$ 35,000.00
	\$ 1,049,898.00		\$ 914,405.00		\$ 76,145.00	\$ 2,040,448.00
61	\$ 98,246.00	55	\$ 91,827.00	10	\$ 13,495.00	\$ 203,568.00
4	\$ 7,943.00	4	\$ 7,267.00			\$ 15,210.00
7	\$ 12,883.00	6	\$ 10,721.00			\$ 23,604.00
8	\$ 9,295.00	6	\$ 7,267.00	3	\$ 5,106.00	\$ 21,668.00
18	\$ 28,223.00	19	\$ 28,561.00	5	\$ 8,424.00	\$ 65,208.00
	\$ 156,590.00		\$ 145,643.00		\$ 27,025.00	\$ 329,258.00

Fall 2023		Spring 2024		Summer 2024		Yearly Award Amount
Students Awarded	Award Amount	Students Awarded	Award Amount	Students Awarded	Award Amount	
731	\$ 2,091,883.36	584	\$ 1,708,463.02	107	\$ 214,414.00	\$ 4,014,760.38
186	\$ 350,682.00	174	\$ 324,414.00	22	\$ 27,261.00	\$ 702,357.00
165	\$ 40,933.00	163	\$ 391,261.00	22	\$ 41,234.00	\$ 473,428.00
100	\$ 40,000.00	78	\$ 30,800.00	38	\$ 14,536.25	\$ 85,336.25
0	\$ -	0	\$ -	0	\$ -	\$ -
15	\$ 32,454.00	11	\$ 21,135.00			\$ 53,589.00
	\$ 2,555,952.36		\$ 2,476,073.02		\$ 297,445.25	\$ 5,329,470.63
408	\$ 641,280.00	322	\$ 511,928.00	0	\$ -	\$ 1,153,208.00
86	\$ 175,062.00	74	\$ 155,034.00	9	\$ 13,466.00	\$ 343,562.00
47	\$ 93,280.00	42	\$ 87,120.00	0	\$ -	\$ 180,400.00
47	\$ 65,052.00	38	\$ 55,111.00	40	\$ 41,664.00	\$ 161,827.00
9	\$ 22,500.00	8	\$ 20,000.00	0	\$ -	\$ 42,500.00
	\$ 997,174.00		\$ 829,193.00		\$ 55,130.00	\$ 1,881,497.00
53	\$ 115,194.00	34	\$ 77,563.50	2	\$ 1,251.00	\$ 194,008.50
1	\$ 2,272.00	1	\$ 1,936.00	0	\$ -	\$ 4,208.00
0	\$ -	2	\$ 4,826.00	0	\$ -	\$ 4,826.00
2	\$ 1,116.00	5	\$ 8,816.00	4	\$ 3,698.00	\$ 13,630.00
10	\$ 21,425.00	8	\$ 14,774.00	2	\$ 1,914.00	\$ 38,113.00
	\$ 140,007.00		\$ 107,915.50		\$ 6,863.00	\$ 254,785.50

	Fall 2020	Spring 2021	Summer 2021	Fall 2021	Spring 2022	Summer 2022	Fall 2022	Spring 2023	Summer 2023	Fall 2023	Spring 2024	Summer 2024
At-Risk Students												
At-Risk Students	44	58	4	35	48	0	39	64	25	58	20	4
Students approved but did not attend	7	10	0	0	5	51	3	2	0	5	0	0
Students that did not meet stipulations	14	0	0	3	0	0	13	17	0	19	8	0
Students that met stipulations	16	40	2	29	42	0	22	22	0	2	12	4
Students meeting SAP	4	5	0	0	0	0	0	0	22	5	0	0
Students withdraw term	3	1	0	2	0	0	0	0	2	0	0	0
No previous appeal	0	15	2	0	1	0	0	21	0	0	0	0
Other	0	1	0	1	0	0	1	2	1	0	0	0
Potential Graduates												
Potential Graduates	44	68	2	35	48	0	32	50	0	43	25	1
Students approved but did not attend	0	11	65	0	5	0	1	2	0	2	2	0
Students that did not meet stipulations	4	4	1	2	0	0	2	2	0	3	3	0
Students that met stipulations	40	28	1	30	42	0	27	44	0	36	20	1
Students meeting SAP	N/A	N/A	N/A	N/A	N/A	N/A	2	2	0	0	0	1
Students withdraw term	0	1	0	2	1	0	0	0	0	0	0	0
No previous appeal	0	24	0	0	17	0	0	18	0	0	0	0
Other	0	0	0	1	0	0	0	0	0	0	0	0
Graduated	5	42	0	5	36	0	0	43	0	9	31	0
Exceeds 90 credit hours (not ready to graduate)												
Exceeds 90 credit hours (not ready to graduate)	22	32	4	27	38	7	26	43	9	18	25	8
Students approved but did not attend	0	5	28	1	4	32	1	6	0	0	0	0
Students that did not meet stipulations	2	0	0	0	0	0	2	3	0	2	2	0
Students that met stipulations	19	26	4	24	34	6	22	34	9	16	23	8
Students meeting SAP	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Students withdraw term	1	1	0	2	0	1	0	0	0	0	0	0
No previous appeal	0	10	0	15	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	1	0	0	0	0	0
Other												
Total Approved	110	158	10	97	134	7	97	157	34	119	70	13
Total Denied	11	3	1	17	9	0	20	8	1	9	11	0
Total Incomplete	N/A	N/A	N/A	N/A	6	0	5	2	0	10	14	2

Cohort Fiscal Year	Year Published	Default Rate	Borrowers in the Numerator Time Period Borrowers in the Denominator	<u>3-Yr Time Period (Numerator)</u> <u>1-Yr Time Period (Denominator)</u>
FY 2014	2017	31.10%	Borrowers who entered repayment in 2014 <u>and defaulted in 2014, 2015 or 2016</u> Borrowers who entered repayment in 2014	<u>10/01/2013 to 9/30/2016</u> 10/01/2013 to 9/30/2014
FY 2015	2018	15.90%	Borrowers who entered repayment in 2015 <u>and defaulted in 2015, 2016 or 2017</u> Borrowers who entered repayment in 2015	<u>10/01/2014 to 9/30/2017</u> 10/01/2014 to 9/30/2015
FY 2016	2019	21.50%	Borrowers who entered repayment in 2016 <u>and defaulted in 2016, 2017 or 2018</u> Borrowers who entered repayment in 2016	<u>10/01/2015 to 9/30/2018</u> 10/01/2015 to 9/30/2016
FY 2017	2020	28.60%	Borrowers who entered repayment in 2017 <u>and defaulted in 2017, 2018 or 2019</u> Borrowers who entered repayment in 2017	<u>10/01/2016 to 9/30/2019</u> 10/01/2016 to 9/30/2017
FY 2018	2021	26.80%	Borrowers who entered repayment in 2018 <u>and defaulted in 2018, 2019 or 2020</u> Borrowers who entered repayment in 2018	<u>10/01/2017 to 9/30/2020</u> 10/01/2017 to 9/30/2018
FY 2019	2022	10.50%	Borrowers who entered repayment in 2019 <u>and defaulted in 2019, 2020 or 2021</u> Borrowers who entered repayment in 2019	<u>10/01/2018 to 9/30/2021</u> 10/01/2018 to 9/30/2019
FY 2020	2023	0.00%	Borrowers who entered repayment in 2020 <u>and defaulted in 2020, 2021 or 2022</u> Borrowers who entered repayment in 2020	<u>10/01/2019 to 9/30/2022</u> 10/01/2019 to 9/30/2020
FY 2021	2024	0.00%	Borrowers who entered repayment in 2021 <u>and defaulted in 2021, 2022 or 2023</u> Borrowers who entered repayment in 2021	<u>10/01/2020 to 9/30/2023</u> 10/01/2020 to 9/30/2021

	Academic Award Year 2020-2021	Academic Award Year 2021-2022	Academic Award Year 2022-2023	Academic Award Year 2023-2024
Tracking				
No Student Record (No Admission Application)	322	287	289	313
Inactive Student	0	0	0	0
High School Transcript/GED Missing	2	1	3	1
SAR Rejected	53	74	50	64
Nondegree	96	97	111	116
Ineligible Student Type	21	13	15	12
Prior Bachelor's Grad Degree	36	32	38	41
Under 24	211	213	204	204
Independent V1 Verification	195	103	25	11
Independent V4 Verification	40	48	62	75
Independent V5 Verification	14	8	27	8
Dependent V1 Verification	227	203	71	46
Dependent V4 Verification	20	18	34	38
Dependent V5 Verification	13	5	6	9
No Verify	1382	1364	1446	1535
No FAFSA on File	906	1184	348	2385
Total FAFSAs Received	3538	3650	2729	4858
Budgeting				
Student Living With Parents	638	923	929	830
Student Not Living With Parents	965	1539	1452	1540
Default Budget Group	0	0	348	829
Scholarship Only	9	0	0	11
Welding Student With Parent	7	0	0	0
Welding Student Not With Parent	18	0	0	0
Allied Health Student With Parent	39	0	0	0
Allied Health Student Not With Parent	54	0	0	0
Nursing Student With Parent	35	0	0	0
Nursing Student Not With Parent	49	0	0	0
Cosmetology Student Not With Parent	3	0	0	0
Total Budgets	1817	2462	2729	3210
Packaging				
On Time (Completed Prior to April 15th)	915	1202	983	1132
Late (Completed after April 15th)	891	1260	1398	1237
Default	0	0	348	834
Total Packaging	1806	2462	2729	3203

Tuition Waiver Report

	2016-2017		2017-2018		2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2023-2024	
	Number of Awards	Dollar Value of Waivers	Number of Awards	Dollar Value of Waivers	Number of Awards	Dollar Value of Waivers	Number of Awards	Dollar Value of Waivers	Number of Awards	Dollar Value of Waivers	Number of Awards	Dollar Value of Waivers	Number of Awards	Dollar Value of Waivers	Number of Awards	Dollar Value of Waivers
Demonstrated Financial Need	19 29/30	\$ 71,908.50	26 9/30	\$ 89,417.50	19 12/30	\$ 70,520.00	12 8/30	\$ 48,470.00	16 17/30	\$ 60,199.00	19 2/30	\$ 70,415.00	22	\$ 85,677.00	20 10/30	\$ 106,872.00
Academic Ability	29 19/30	\$ 103,322.50	43 29/30	\$ 156,718.00	27 18/30	\$ 101,329.00	15 6/30	\$ 61,076.00	16 17/30	\$ 58,373.00	20 24/30	\$ 74,022.00	24 12/30	\$ 97,893.00	17 10/30	\$ 87,116.50
Employee	1 28/30	\$ 5,282.00	1 9/30	\$ 5,694.00	22/30	\$ 3,366.00	2 4/30	\$ 7,406.00	3 6/30	\$ 13,765.51	5 24/30	\$ 24,859.51	3 23/30	\$ 16,562.00	2 13/30	\$ 13,022.00
Employee Dependent	2 3/30	\$ 32,109.00	8 21/30	\$ 31,974.00	10 9/30	\$ 38,786.00	16 9/30	\$ 65,205.00	10 27/30	\$ 45,402.00	14 10/30	\$ 56,672.00	13 15/30	\$ 58,812.00	6 28/30	\$ 38,111.00
HSTA	5 20/30	\$ 19,501.00	2 3/30	\$ 5,694.00	3 15/30	\$ 12,852.00	4 15/30	\$ 17,388.00	4	\$ 15,456.00	6 15/30	\$ 23,354.00	6 11/30	\$ 23,604.00	1	\$ 4,826.00
Foster Care	4 23/30	\$ 16,518.50	10 24/30	\$ 36,792.00	6	\$ 22,032.00	6 3/30	\$ 23,667.00	5 25/30	\$ 22,862.00	6 21/30	\$ 26,565.00	3 18/30	\$ 15,210.00	1 11/30	\$ 4,208.00
Veteran/Orphans	1	\$ 3,336.00	0	\$ -	0	\$ -	15/30	\$ 3,932.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Total Waivers Awarded	65 2/30	\$ 251,977.50	93 5/30	\$ 326,289.50	67 16/30	\$ 248,885.00	57	\$ 225,144.00	57 8/30	\$ 216,057.51	73 10/30	\$ 275,887.51	74 4/30	\$ 297,760.00	49 12/30	\$ 254,177.50
Total Waivers Allowed	64		63		56		55		62		54		53.5		59.09	
Additional Waivers that Could have been Awarded	14 12/30		0		9		27 16/30		28 20/30		14		7 1/30		10 18/30	

*Employee, Employee Dependent, HSTA, Foster Care, Veteran/Orphans does not count toward the Total Waivers Allowed see State Code

REGISTRAR REPORT

REGISTRAR'S OFFICE
Transfer, Records, and Veterans
End of Year Report
July 1, 2023 – June 30, 2024

- **Acalog (eCatalog)** – The Registrar continues to update the academic catalog and student handbook.
 - As an ex-officio, non-voting member of the Curriculum and Instruction subcommittee and the Chair of the Academic and Student Affairs Council (ASAC), the Registrar is aware of upcoming curriculum changes which she will publish in the next term's academic catalog.
 - The Registrar participates in all Acalog professional development opportunities. The recent training completed was Catalog Export (PDF).

- **DegreeWorks** –The Transfer Coordinator has made 23 unique changes to curricula in DegreeWorks.
 - The Registrar's Office continues to see increases in professional advisors, faculty advisors, and program directors using DegreeWorks to audit student records.
 - The Graduation Checkout process requires faculty and staff to utilize DegreeWorks for graduation audits.
 - DegreeWorks audits accompanied the majority of graduation applications returned to the Registrar's Office.

- **EDGE Credit** - The Registrar's Office has articulated 80 hours of EDGE credit.
 - During the current legislative session, the awarding of EDGE credit was repealed. The program was deemed obsolete.
 - The Dual Enrollment Pilot Program was implemented; therefore, the Department of Education expects to focus efforts and resources on that program.

- **FERPA** – Following FERPA's Annual Notification of Rights, the Registrar's Office sent 1,458 emails to students enrolled in the Fall 2023 term. The notification was emailed to 1,169 students enrolled in the Spring 2024 term.
 - The Registrar included a link to a Directory Information opt-out form; however, no students have opted out.

- **Graduation** – The Registrar’s Office planned successful Graduation Checkout events and commencement ceremonies for the Fall 2023 and Spring 2024.
 - Fall 2023 – Received 114 Graduation Applications
 - 38 graduates RSVP’d attending the ceremony
 - 158 diplomas finalized and printed
 - 92 (unique) Fall 2023 graduates
 - Spring 2024 – Received 338 Graduation Applications
 - 120 Allied Health and Nursing graduates participated in the pinning/commencement ceremonies
 - 155 graduates participated in the 10 AM and 2 PM ceremonies
 - 510 diplomas finalized and printed
 - 316 (unique) Spring 2024 graduates

The Registrar’s Office provided graduates with tickets for guests, not only to be used for admission but as a keepsake after the ceremony. The ticketing system proved to be very beneficial again this year. Additionally, approval was given to the Registrar to combine a portion of the graduation ceremony with the Allied Health pinning and Nurses pinning. Both were very successful.

The software, Diplomas on Demand, which was used to print diplomas expired on December 28, 2023. Although the Registrar attended a few demonstrations from companies who would print the diplomas or offer the software to do so, the amounts charged were very expensive. The Registrar, Transfer Coordinator, and the Enrollment Marketing and Communications Specialist created the diploma template to use. Using mail merge, the Registrar printed diplomas in-house for the Spring 2024 diplomas.

- **Incoming Transcripts** – The Student Records staff received and logged over 724 final, official college transcripts into Banner. The Transfer Coordinator has articulated 490 student transcripts, with 4,723 hours of transfer credit being entered into student records in Banner.
 - The increase in received transcripts is justified by the implementation of the Weekend Nursing program.
 - To date, the transcripts for the Fall 2024 cohort of Allied Health and Nursing students are under review and those hours will be articulated.

- **Outgoing transcripts** - Students have utilized eTranscripts services by sending a total of 2,380 transcripts to other institutions, agencies, and employers and unofficial to themselves over the past year (duplicated). Although the vast majority of transcripts were requested to be sent electronically as a PDF document (49.56%), records staff processed 259 transcripts to be mailed or picked up by the student.

The top five college recipients of the eTranscripts are Marshall University (186), Western Governors University (113), University of Charleston (77), Capella University (73), and BridgeValley CTC (67).

The total amount of Net Fees that Southern received for the transcripts above was \$5,806.75.

- **Professional Development** – The Registrar and Transfer Coordinator have provided Professional Development sessions in the following areas:
 - DegreeWorks
 - Change of Majors
 - Banner access and specific screens
 - Graduation checkout
 - Requesting a transcript through National Student Clearinghouse
- **SEVIS** – The Registrar has completed the SEVIS (Student and Exchange Visitor Information System) Form 1-17. All required evidence has been collected and the fees are to be paid.
- **SSConnect** –SSConnect hostesses have had 2,852 interactions with students and staff in our virtual Student Services Office space.
- **Veterans** – In the Fall 2023 and Spring 2024 terms, the Registrar’s Office certified enrollment of 28 students (duplicated) for Veterans’ Benefits. During the fall and spring terms, Southern had 26 students receive Dependent benefits, 3 received Post 9/11 benefits, and 2 received Montgomery GI Bill Active Duty benefits.

The Registrar’s Office completed a federal compliance survey in May 2024.

- Several veteran files were reviewed by the Department of Veteran Affairs Representative

- Academic and financial records
- Two non-veteran files were reviewed
- Review of veteran-related events and activities on campus
- Review of current catalog and veteran policies

The survey was informative and the representative did not find any discrepancies in Southern's veteran's and veteran dependent's files.

STUDENT SUCCESS REPORT

Student Success

End of the Year Report

July 1, 2023-June 2024

Fall 2023 – Spring 2024

-
- 1-Director of Student Success
 - 1-Student Success Center Coordinator
 - 5-Student Success Advisors
 - 2-TANF Student Success Advisors

Student Success at Southern West Virginia Community and Technical College provides students with the academic support and services needed to be successful while receiving a community and technical college education.

Services: Testing, Advising, Registration, SSConnect, Disability Services, Student Success and Learning Studio, NSLS, Student Government, Student Activities, Transfer Opportunity Days, Career Services, Job Fairs, Financial Aid Audits, DoHS TANF Grant, ASCEND grant and Career Services Grant Program, Mental Health Awareness, and Peer Recovery Support.

Testing

The college uses ACCUPLACER to evaluate students' skills in reading, writing, and math before entering college to place them in courses that match their skills. Student Success Advisors administer testing. All new students are offered the Accuplacer testing before registering for classes.

Fall 2023	Spring 2024	Summer 2024

Advising/Registration

Student Success Advisors conduct ongoing advising and registration as a major part of their responsibilities. Advisors also conduct and complete audits and appeals daily. Advisors maintain a good working relationship with other departments, faculty, and staff at the college. They conduct ACCUPLACER testing and workshops as needed. They provide career guidance, and support for SGA and NSLS groups, work with students at risk, and attend events on and off campus. Advisor conduct and participate in other duties as assigned. Advisors participate in professional development yearly.

Advisors participated in Graduation Check-out Fall 2023 and Spring 2024. Degree Works is used to ensure all requirements are met for students who are graduating and for advising purposes.

Student Success Advisors work closely with Enrollment and Marketing and Communications specialists to provide media coverage for workshops, student events, etc.

Student Success Advisors also assist admission department in the completion of students' admission process. Advisors assist with recruitment efforts and assist with events, fairs and festivals as they occur.

Financial Aid Audits

Semesters	Total Class Audits	Approved	Denied	Incomplete
Fall 2023	138	119	9	10
Spring 2024	95	70	11	14
Summer 2024	15	13	0	2

Transfer Opportunity Day

# Institutions Participated	# Students Attended	# Student Surveys Completed	# College Surveys Completed	Survey Results (Colleges rated event)
10	30 approx.	0	5	1 said Excellent 1 said Good 3 said fair

SSConnect

Student Success Advisors work to provide advising and registration coverage in SSConnect. Southern provides access to SSConnect at <https://www.southernwv.edu/ssconnect/> for students who are not able to come to campus for in person advising. SSConnect is a virtual one-stop-shop for students to meet with representatives from Student Services, Financial Aid, advising, faculty, library, and more. The College provides specific hours of service for SSConnect, along with an SSConnect tutorial video on Southern's website, which can be found at <https://www.southernwv.edu/ssconnect/>. Students can also join SSConnect by calling 1.646.876.9923, Meeting ID: 949 650 1957.

Student Government and NSLS

The College encourages students to participate in student government and honors societies, such as the Student Government Association and National Society of Leadership and Success. The advisors participate in both programs by taking a leadership role in supporting the students in their monthly meetings, programs, services, and events.

- 74 students join NSLS for the 23-24 school year
- 18 Students completed the steps to be inducted
- meeting every week for Eboard discussions
- Contributed \$500 to the new “Flower Beds” initiative at Logan and Williamson Campuses.
- Continued our Random Acts of Kindness campaign
- Participated in Club Day, Workforce Development Open House, and Recovery Awareness Week events.

SGA Activities

SGA meetings weekly
 SGA Trunk or Treat
 Club Expedition Day
 Midterm and Finals Week Survival Stations
 Spring Fling
 Partnering with other organizations such as NSLS

SKILLS USA

We continue to have conversations with the instructors and advisors about planning for the 2024 state and national conferences, depending if there is money in the budget. This is for students who are in career and technical programs who demonstrated exceptional skills in their programs. If students win at the state level, they get to advance to the National Skills USA competition. We are using the tools provided by Skills USA to promote interest in the event. This is for students who are in career and technical programs who demonstrated exceptional skills in their programs. **(We will be putting SKILLS USA on the back burner until further notice)**

Disability Services

The Office of Disability Services offers a supportive environment to ensure students with disabilities have equal access to programs, services, and activities. Disability Services provides and coordinates reasonable accommodations, and disability-related services, and advocates for an accessible learning environment. Since COVID the student caseload has dropped however, as of this year, it is beginning to rise.

The online Disability Services application is still a fillable PDF form. The electronic PDF form was created by Student Success Advisor, Brian Carter, which allows the form to be edited online, saved, and then sent electronically to Disability Services.

Accommodations and Auxiliary Aids

To adhere to the policy and guidelines of Disability Services, no Accommodations and Auxiliary Aids numbers can be listed. However, the accommodations, along with the disability types, are listed in the chart. **Twenty-seven (27)** students were served for the fall 2023 and spring 2024 semesters. There was a 29% increase in the number of students served compared to the previous year.

Disability Type

Below is a list of general disability types from Disability Services. Please note: Students' disability type may be dually diagnosed or may have multiple diagnoses.

Disability Type	Common Accommodations
Chronic Medical Condition	Extended time for exams and quizzes
Emotional/Psychological	Isolated test administration
Hearing	Testing with reduced distractions
Learning Disability	Tutoring in specific courses
Neurological, Orthopedic, Traumatic Brain Injury	Regular private feedback with faculty on students' performance
Visual Impairments	Note taker/access to professor's notes/PowerPoint presentations
Blindness	Recording of lectures
Other	Photograph notes on the board
	Permission to use calculator/word processor

Program	# of Students	Meetings/Training	Current Efforts	Future Efforts
Disability Services	27	<p>Offered Accuplacer training via Teams to all advising staff</p> <p>Attended Student Mental Health Needs via the website</p> <p>Participation in Compliance, Safety, and Risk Management Committee</p> <p>ATIXA Training</p>	<p>ADA Case Management</p> <p>Class Audits for HEPC</p> <p>Williamson campus walk-through</p> <ul style="list-style-type: none"> Identified areas of improvement <p>Website Review & Improvements</p>	<p>Williamson campus walk-through areas of improvement</p> <ul style="list-style-type: none"> Identified areas of improvement Evac + Chair needed for upstairs of Williamson Library (quote has been sent)

		Attended virtual ADA Conference for State and Local Governments	<ul style="list-style-type: none"> • Civil Rights Audit and Preparation • Complete makeover for online DS application 	<ul style="list-style-type: none"> • Likely need for handicap access button to be installed outside of Technical program building • Access ramp needed for gazebo area (as well as Logan)
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Student Success Center

Learning Studio

Southern provides academic student support by providing designated spaces on each of our campuses for students to access a quiet place to study, receive free tutoring, and group work, meet with faculty, and attend workshops in person or via Zoom. The Learning Studios are an environment that is accessible to all students, equipped with whiteboards, study tables with chairs, computers, and printers. Southern’s faculty and student services staff offer academic workshops that are held in the Learning Studio to support student learning and engagement. *Plans are being made to move Wyoming campus furniture to the Williamson campus student services and learning studio areas. The furniture is more modern. We are hoping for a fresher, inviting look to both of these areas.*

Tutoring

Southern provides access to virtual and in-person free tutoring services to students from qualified professional tutors. Learning Studios on each campus provide computer access for students to use Check In and Check Out for tracking purposes and survey results.

- <https://forms.office.com/r/fSm5esJye2>
- <https://forms.office.com/r/L9khrRkhL8..>

Students can access BRAINFUSE, an online free tutoring program for multiple subjects. BRAINFUSE can be accessed for any course: online, in-person, hybrid, Zoom, or hyflex. BRAINFUSE is available to all students 24/7 at their convenience. Times of availability will vary depending on the subject.

Check Out Survey results (Tutoring Sessions)

On a scale of 1 – 5, we asked students to rate their tutoring experience. 1 being least helpful and 5 being most helpful.

Semester	Professional Tutors	Subjects	Total # Tutoring Sessions	# of Surveys Completed
Fall 2023 (202401)	1 1	3 (MT) 4 (EN)	159 (MT) 45 (EN)	= 180 178 [5's], 2 [4's]
Spring 2024 (202402)	1 1	6 (MT) 3 (EN)	51 (MT) 9	= 74 71 [5's], 2 [4's], 1 [No rating]

Tutoring Services Summary Fall/Spring 2024

Service: English Tutoring Services

Time Frame: Fall 2023 (202401) /Spring 2024 (202402)

Data: In Fall 2023, fourteen (14) students received forty-five (45) tutoring sessions. One (1) of the fourteen (14) students “withdrew” from the EN 101E course after taking three (3) tutoring sessions. There was one (1) student who received one (1) TEAS English/Reading Prep session.

In Spring 2024, three (3) students received nine (9) tutoring services. Two (2) students received six (6) TEAS English/Reading Prep sessions.

Overall, there was a total of seventeen (17) students who received a total of fifty-four (54) tutoring sessions for the two semesters (fall 2023, and spring 2024). *1/17 (5.9%) students withdrew the course. 4/17 (23.5%) students failed the course. 12/17 (70.6%) students passed the course(s) successfully.*

Semester	# Students	# Tutoring Sessions
Fall 2023	14	45
Spring 2024	3	9
Total	17	54

Service: **Math Tutoring Services**

Time Frame: **Fall 2023 (202401)/Spring 2024 (202402)**

Data:

In Fall 2023, twenty-two (22) students received hundred fifty-nine (159) tutoring sessions in all math subjects. Five (5) of the twenty-two (22) students “withdrew” from the MT 121E course after taking fifteen (15) tutoring sessions. There were zero (0) students who received the TEAS Math Prep session.

In Spring 2024, ten (10) students received fifty-one (51) tutoring services. Four (4) students received sixteen (16) TEAS Math Prep sessions.

Overall, there was a total of thirty-two (32) students who received a total of (210) two hundred ten tutoring sessions for the two semesters (fall 2023, and spring 2024). *5/32 (15.6%) students withdrew from the MT 121E course. 6/32 (18.6%) students failed the MT 121E course. 21/32 (65.6%) students passed the course(s) successfully.*

Semester	# Students	# Tutoring Sessions
Fall 2023	22	159
Spring 2024	10	51
Total	32	210

Fall 2023 Workshops

DATE	INSTRUCTOR	TOPIC	ATTENDANCE
8/3/23	Liza Jackson Kim Hensley Lillie Teeters	<i>TEAS Prep</i> (SSCC, ASCEND <i>Retention</i> <i>Specialist,</i> <i>ASCEND</i> <i>Student</i> <i>Advisor</i>)	<p>Math 8 in person, 2 via SSConnect, 1 facilitator (total 11) [8 completed paper surveys, 2 completed Outlook surveys]</p> <p>Human Anatomy and Physiology 5 in person, 2 via SSConnect, 1 facilitator (total 8) [5 completed paper surveys, 2 completed Outlook surveys]</p> <p>Reading/English 3 in person, 2 via SSConnect, 1 facilitator (total 6) [3 completed paper surveys, 1 completed Outlook survey]</p>
8/10/23	Liza Jackson Kim Hensley Matthew Mayo	<i>TEAS Prep</i>	<p>Math 8 in person, 5 via SSConnect, 1 facilitator (total 14) [8 completed paper surveys, 4 completed Outlook surveys]</p> <p>Human Anatomy and Physiology 6 in person, 5 via SSConnect, 1 facilitator (total 12) [5 completed paper surveys, 1 completed Outlook surveys]</p> <p>Reading and English</p>

			3 in person, 3 via SSConnect, 1 facilitator (total 7) [3 completed paper surveys, 1 completed Outlook survey]
8/22/23	Student Advisor Elijah Hooker	<i>Do Your Best on Tests/Study Skills Time Management</i>	12 (10 Southern students, 1 instructor, 1 facilitator) [1 completed survey]
8/23/23	SSCC Hattie Newsome		12 (10 Southern students, 1 instructor, 1 facilitator) [1 completed survey]
9/14/23	PRSS Aaron Blankenship	<i>Save A Life Day</i>	Logan campus: 35 (24 students, 8 staff, 2 faculty, 1 PRSS) PRSS own survey completed
9/19/23	SSCC Hattie Newsome, SSA Michele Moore and Cassandra Vance	<i>Open House</i>	Logan Learning Studio: 65 N/A survey
9/20/23	SSCC Hattie Newsome, SSA Michele Moore, Roger Williamson, Elizabeth Evans, and Cassandra Vance	<i>Open House</i>	Williamson Learning Studio: 47 N/A survey
9/22/23	PRSS Aaron Blankenship	<i>Outreach Williamson Treatment Center</i>	Williamson Treatment Center Table Event: 93 (89 community, 3 staff, 1 PRSS) Distributed 50 Fentanyl test kits, 42 RX disposal kits N/A survey
9/28/23	SSCC Hattie Newsome	<i>Brainfuse Session</i>	9 (8 Students At Risk, 1 SSCC) N/A survey
10/2/23	Student Success Center SSA, Disability Services Brian Carter	<i>American Red Cross Blood Drive</i>	Logan campus: 19 N/A survey

10/5/23	SSA Rhonda Collins (SSA Elijah Hooker was the facilitator...she was out.)	<i>Study Skills and Time Management</i>	0 0 completed survey
10/12/23	PRSS Aaron Blankenship	<i>Med Care Center Narcan Training</i>	Med Care Center:
10/21/23	PRSS Aaron Blankenship	<i>Recovery Group Southern WV (RGSWV)</i>	Downtown Logan Table Event: 107 N/A survey
11/2/23 11/5/23	Student Success Center	<i>Meet the President</i>	Logan: 54 Williamson: President canceled
11/29/23	PRSS Aaron Blankenship, Co- sponsor Brian Carter	<i>Mental Health Awareness Day</i>	Logan campus Mental Health Table Event: 121 (Vendors: Day Report Center, South Western Day Report, Mountain Laurel Integrated Services, etc.) T
	NSLS	<i>NSLS Food Pantry</i>	College-wide ongoing

Spring 2024 Workshops

DATE	INSTRUCTOR	TOPIC	ATTENDANCE
2/14/24	Career Services Counselor Anthony Vance	<i>Resume Writing</i>	48 ASCEND students, 1 facilitator, 2 nursing instructors [33 completed surveys]
2/21/24	TANF Student Success Advisor Michele Moore	<i>Do Your Best on Tests</i>	0 students, 1 facilitator Via SSConnect [0 surveys completed]
2/22/24			0 students, 1 facilitator Via SSConnect [0 surveys completed]
2/21/24	SSCC Hattie Newsome	<i>Brainfuse Session</i>	0 students, 1 facilitator Via SSConnect [0 surveys completed]
2/22/24			0 students, 1 facilitator Via SSConnect [0 surveys completed]
3/8/24	CSC Anthony Vance	<i>Resume Writing</i>	<i>No numbers reported</i>
Logan 3/4/24...21 3/5/24...4 3/6/24...0 3/7/24...1 Williamson 3/4/24...5 3/5/24...20 3/6/24...15 3/7/24...0	SSCC Hattie Newsome, SSA Elizabeth Evans	<i>Resource Packets</i>	Logan: 26 [N/A surveys] Williamson: 40 [N/A surveys]
3/11/24	CSC Anthony Vance	<i>Job Fair (Logan campus)</i>	32 Employers [25 employer surveys]

			[34 student surveys]
3/11/24	SSA Roger Williamson	<i>Transfer Opportunity Day</i>	10 universities 30 students [5 University surveys completed] [0 student surveys completed]
3/2024	PRSS Aaron Blankenship	<i>Celebrate Recovery/ All Recovery Groups (weekly)</i>	82 [N/A survey]
4/3/24	SSCC Hattie Newsome	<i>Test-Taking Strategies</i>	Via SSConnect 0 students, 1 facilitator [0 surveys completed]
4/11/24			Via SSConnect 0 students, 1 facilitator [0 surveys completed]
4/2024	PRSS Aaron Blankenship	<i>Collegiate Recovery Day</i>	PRSS has own survey 196 surveys completed [103 Southern students, 41 school-age children, 8 staff, 4 faculty, 32 community]
4/2024	PRSS Aaron Blankenship	<i>Narcan Training (first-year nursing students)</i>	50 nursing students (120 Naloxone kits distributed) PRSS has own survey [50 nursing students completed survey]
College-wide ongoing	NSLS	<i>NSLS Food Pantry</i>	

Early Alert Program

Students who are at risk are identified early each term by faculty. Once identified, the faculty creates an early alert notice which is sent to the Student Success Center Coordinator. The coordinator reaches out to the students to provide support and resources for academic improvement. *The Early Alert passing rate for fall 2023 was 27% (24% passing, 3% CR) and the spring 2024 passing rate was 23% (23% passing, 0% credit) which was a 4% decrease in the passing rate.*

Total # of Early Alerts Fall 2023 (202401)	# of Students Reached	# of Faculty Reported Early Alerts	# of CRN classes reported	# of Communications Attempts Made
279	218	21	63	668
Total # of Early Alerts Spring 2024 (202402)	# of Students Reached	# of Faculty Reported Early Alerts	# of CRN classes reported	# of Communications Attempts Made
31	30	5	12	91
Total:				
310	248	26	75	759

Students at Risk

The Students at Risk program is for students who have a GPA lower than 2.0 and need close monitoring. The services help students to stay on track to keep from losing their financial aid and to graduate with a 2.0 or higher GPA. Students are required to meet with the SSCC monthly, attend boost sessions and/or workshops, pass all courses successfully, and increase their overall GPA to 2.0 or above to no longer be considered at risk.

Students at Risk - Fall 2023

# of Students at Risk	Met GPA (2.0 or above) Requirement for Fall 2023	Withdrawals from all Courses	Didn't Meet GPA (below 2.0) Requirement	Met overall GPA and SAP (67%) Released from Risk Program
21	7	0	14	0

Students at Risk - Spring 2024

# of Students at Risk	Met GPA 2.0 or above) Requirement for Spring 2023	Withdrawals from all Courses	Did not meet GPA Requirements	Met overall GPA and SAP (67%) Released from Risk Program
9	2	0	7	0

OR 110 Intro - to College

Semester	# CRN	# Students CR	% CR	# NC	% NC	# Students W	% W
Fall 2023	6	108	64.81%	46	28.28%	11	6.91%
Spring 2024	3	22	89.33%	7	9.33%	1	1.33%
Total:							
	9	130	61.35% Avg.	53	15.62% Avg.	12	3.5% Avg.

OR 110 Results Summary Spring 2024

Course: OR 110 Introduction to College

Semester: 202402

Data:

At the end of the semester, students receive a credit (CR) or a no credit (NC) for the course. Students must complete seventy percent (70%) of the assessments to receive a credit for the course.

There was a total of 30 students who was registered for the OR 110 Introduction to College in the spring 2024 semester.

1/30 (one out of 30) which is **(3.33%)** of students **withdrew** from the course.

22/30 (twenty-two out of 30) which is **(73.33%)** of students received credit **(CR)** for the course.

7/30 (seven out of thirty) which is **(23.33%)** of students received a no credit **(NC)** for the course.

DHHR TANF Grant (DoHS)

The primary goal of the TANF (Temporary Assistance for Needy Families) program is to help students successfully navigate the enrollment process, find and select an appropriate higher education academic program, and offer ongoing support to the students. The secondary goal is to help these students make a successful transition into the workforce and/or post-secondary education.

The objective of the TANF program is to offer career-focused programs for TANF students and to increase successful program completion. This program is made available to TANF students in Boone, Lincoln, Logan, McDowell, Mingo, and Wyoming Counties.

The TANF program, which is time-limited, assists families with children when the parents or other responsible relatives cannot provide for the family's basic needs. Students must receive TANF benefits and SNAP to qualify for the TANF program. ***DHHR TANF grant is a year-to-year grant.*** Southern has been awarded since August 2015.

TANF GPA Statistics for Fall 2023

GPA	Number	Description	Percent
4.0	0/13	0 out of 13 students	0.0%
3.0-3.9	6/13	6 out of 13 students	46.15%
2.0-2.9	3/13	3 out of 13 students	23.08%
1.0-1.9	0/13	0 out of 13 students	0.0%
Below 1.0	4/13	4 out of 13 students	30.77%

Note: For the Fall 2023 semester, students who maintained a 4.0-1.0 were 69.23% (Grade A to a D). Students who maintained 4.0 – 2.0 were still at 69.23% because no students were at 1.0-1.9 (Grade A to a C). The failing rate was 30.77%.

TANF GPA Statistics for Spring 2024

GPA	Number	Description	Percent
4.0	3/11	3 out of 11 students	27.27%
3.0-3.9	2/11	2 out of 11 students	18.18%
2.0-2.9	3/11	3 out of 11 students	27.27%
1.0-1.9	1/11	1 out of 11 students	9.09%
Below 1.0	2/11	2 out of 11 students	18.18%

Note: For the Spring 2024 semester, students who maintained a 4.0-1.9 were 81.81% (Grade A to a D). Students who maintained 4.0 – 2.9 were still at 72.72% (Grade A to a C). The failing rate was 18.18%.

Total Enrollment Fall 2023 – Spring 2024	TANF Graduates	Retained (Fall 2023 – Spring 2024)	#Continued Education	Years Renewed	Workshops/Events
15	4	14	2 [1 BA, 1 MA]	9	23

Below is a snapshot of the number of TANF students served since the TANF program began in 2015. Southern has hired 6 of the TANF students who are currently still employed.

TANF College Students

Students	Logan	Williamson	Degrees Awarded	Associate Degrees	Bachelor Degrees	Master Degrees	Certificates
*177	111	66	*88	70	13	5	17
Southern Employees							
6							

ASCEND

Southern WV Community & Technical College's, Accelerating Student Completion: Encouraging New Dreams, (ASCEND) is a program created to help more students earn their Nursing degree by offering increased personal and academic support. ASCEND is funded by the Workforce Opportunity for Rural Communities (WORC) grant and the Strengthening Community Colleges grant awarded by the U.S. Department of Labor (DOL). ASCEND replicates the successful Accelerated Study in Associate Programs (ASAP) at City College of New York (CUNY). ASCEND is modeled to support students by overcoming socio-economic barriers that inhibit academic success, and thus, contribute to high attrition rates. Against that backdrop, ASCEND works to provide students with academic advising, career services, and tutoring, as well as tuition, fee, and textbook assistance.

Nursing (ASCEND) Advisors - Elijah Hooker and Cassandra Vance

SEMESTER	ASCEND FUNDS	STUDENTS SERVED	RETENTION
Summer 2023 (202303)	\$14,875.00 (First Accelerated)		
Fall 2023 (202401)	\$62,695.85 (Accelerated and Traditional)		
Spring 2024 (202402)	\$77,102.22 (All 3 cohorts)		
<u>First Accelerated Cohort</u> (Graduated - May 2024)		17	16 (94%)
<u>Second Traditional Cohort</u> (Graduates May 2025)		36	23 (63.8%)
<u>Second Accelerated Cohort</u>		31	30 (96.7%)
Total Retention Rate			82%
Total	\$154,672.07 (ASCEND FUNDS)	84	69

Nursing (ASCEND) Advisors-Elijah Hooker and Cassandra Vance

What is working for Southern?

- Remediation in place of a meeting for ASCEND students
- Our TEAS prep workshops have proven successful in helping our pre-nursing students prepare for the TEAS test.
- Making connections with pre-nursing students has created a bond that will make it easier for our students and the ASCEND staff to move forward.
- Communication between ASCEND supportive staff, faculty, and Dean of Allied Health
- Monthly meetings with WVUP, BridgeValley, Mason, Rush, etc.

Future plans

We must recruit 131 more students in the next two and a half years to meet our quota. The new regular nursing cohort has been chosen, and we will send emails and attend Nursing orientation, inviting them to sign up for the ASCEND grant. To explore recruitment ideas and more efficient ways to meet with current students.

Success stories

A student from our first cohort was pregnant. She went on leave for two months after having the baby. Sheila Elkins (Head of Nursing) and I had a time trying to get the student to fill out appeals, file a FASFA, and return paperwork promptly. I thought for sure she wouldn't be back after having the baby. She returned, and we completed all of her outstanding requirements. The nursing department allowed her to bring her child to class when she couldn't find childcare. She is graduating in May, and I know without a doubt that without ASCEND and the quality of our nursing department, she wouldn't be.

Trainings	Certificate Completion
Americans with Disabilities Act Overview: Full Course	<ul style="list-style-type: none"> • Roger Williamson • Elijah Hooker • Brian Carter • Michele Moore • Elizabeth Evans • Cassandra Vance • Hattie Newsome • Cheryl Thacker
Discrimination: Avoiding Discriminatory Practices: Full Course	<ul style="list-style-type: none"> • Roger Williamson • Elijah Hooker • Brian Carter • Michele Moore • Elizabeth Evans • Cassandra Vance • Hattie Newsome • Cheryl Thacker
Diversity, Equity, and Inclusion (DEI) Practices: Staff-to Staff: Full Course	<ul style="list-style-type: none"> • Roger Williamson • Elijah Hooker • Brian Carter • Michele Moore • Elizabeth Evans • Cassandra Vance • Hattie Newsome • Cheryl Thacker
FERPA: Confidentiality of Records: Full Course	<ul style="list-style-type: none"> • Roger Williamson • Elijah Hooker • Brian Carter • Michele Moore • Elizabeth Evans • Cassandra Vance • Hattie Newsome • Cheryl Thacker
General Ethics in the Workplace: Full Course	<ul style="list-style-type: none"> • Roger Williamson • Elijah Hooker • Brian Carter

General Ethics in the Workplace: Full Course (contd)	<ul style="list-style-type: none"> • Michele Moore • Elizabeth Evans • Cassandra Vance • Hattie Newsome • Cheryl Thacker
Sexual Harassment: Policy and Prevention: Full Course	<ul style="list-style-type: none"> • Roger Williamson • Elijah Hooker • Brian Carter • Michele Moore • Elizabeth Evans • Cassandra Vance • Hattie Newsome • Cheryl Thacker
Title IX and Sexual Harassment: Full Course	<ul style="list-style-type: none"> • Roger Williamson • Elijah Hooker • Brian Carter • Michele Moore • Elizabeth Evans • Cassandra Vance • Hattie Newsome • Cheryl Thacker
Workplace Violence: Awareness and Prevention: Full Course (Employee)	<ul style="list-style-type: none"> • Roger Williamson • Elijah Hooker • Brian Carter • Michele Moore • Elizabeth Evans • Cassandra Vance • Hattie Newsome • Cheryl Thacker
Annual Driving Training: Custom	<ul style="list-style-type: none"> • Roger Williamson • Elijah Hooker • Brian Carter • Michele Moore • Elizabeth Evans • Cassandra Vance • Hattie Newsome

Annual Driving Training: Custom (contd)	<ul style="list-style-type: none"> • Cheryl Thacker
Distracted Driving: Full Course	<ul style="list-style-type: none"> • Roger Williamson • Elijah Hooker • Brian Carter • Michele Moore • Elizabeth Evans • Cassandra Vance • Hattie Newsome • Cheryl Thacker

Trainings	
Accuplacer	<ul style="list-style-type: none"> • Roger Williamson • Elijah Hooker • Brian Carter • Michele Moore • Elizabeth Evans • Cassandra Vance • Hattie Newsome
Student Success Summit	<ul style="list-style-type: none"> • Roger Williamson (Absent: Vacation) • Elijah Hooker • Brian Carter • Michele Moore • Elizabeth Evans • Cassandra Vance • Hattie Newsome (Absent: FMLA) • Cheryl Thacker
KRONOS Training	<ul style="list-style-type: none"> • Roger Williamson • Elijah Hooker • Brian Carter • Michele Moore • Elizabeth Evans (Check) • Cassandra Vance • Hattie Newsome

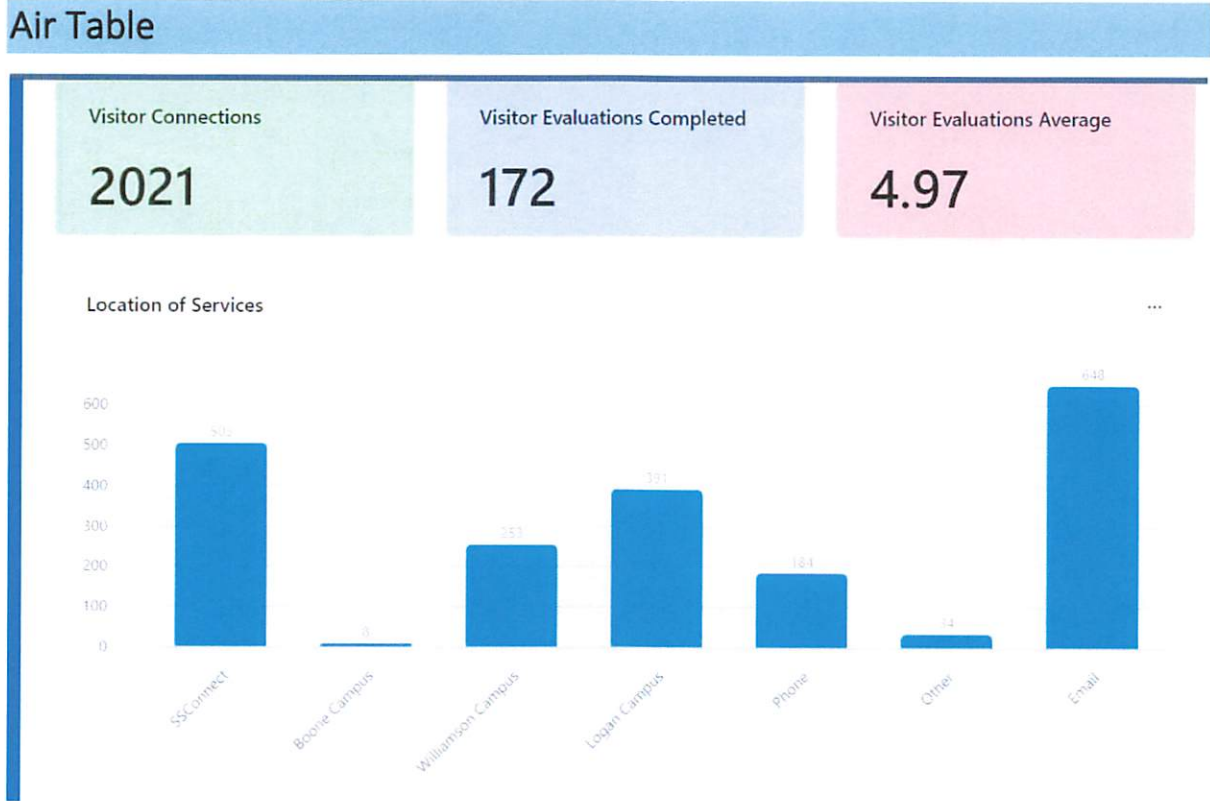
KRONOS Training (contd)	<ul style="list-style-type: none"> • Cheryl Thacker
Air Table Training	<ul style="list-style-type: none"> • Roger Williamson • Elijah Hooker • Brian Carter • Michele Moore • Elizabeth Evans • Cassandra Vance • Hattie Newsome • Cheryl Thacker

Activities, Meetings, Events

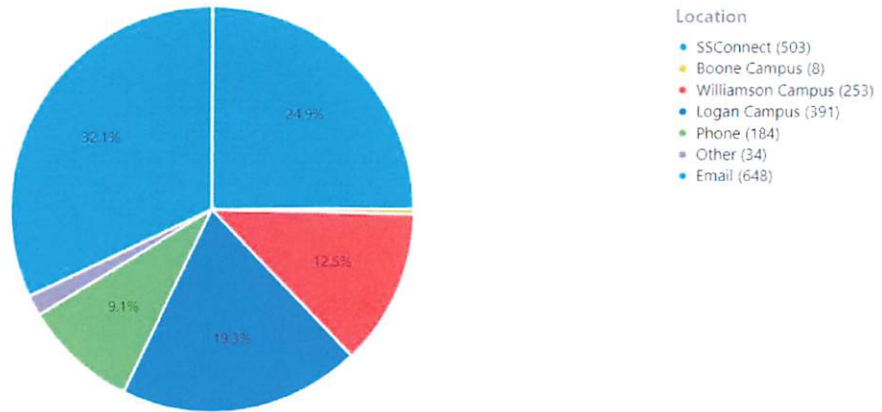
- **Freedom Festival Volunteer:** Cassandra Vance, Elijah Hooker, Michele Moore
- **American Red Cross Blood Drive:** Brian Carter (**19 donors**)
- **Food baskets for the community:** Cassandra Vance, Michele Moore
- **Decorations for Christmas:** Cassandra Vance, Brian Carter, Elijah Hooker, and Michele Moore (Logan campus), Roger Williamson and Elizabeth Evans (Williamson campus,
- **Fall 2023 and Spring 2024 Graduation Audits/Check Out:** Cassandra Vance, Brian Carter, Elijah Hooker, Roger Williamson, Michele Moore, Hattie Newsome, Elizabeth Evans
- **Appeals:** Roger Williamson, Elijah Hooker, Brian Carter, Cassandra Vance, Michele Moore, Hattie Newsome
- **Constitution Setup Week:** Brian Carter (Logan campus), Roger Williamson and Elizabeth Evans (Williamson campus), Elijah Hooker (Boone campus)
- **Christmas in the Park** (volunteer): Cassandra Vance
- **ASCEND, Student Services, Handshake, SGA, DOL, CAB Meetings:** Cassandra Vance, Elijah Hooker, Roger Williamson, Elizabeth Evans
- **Meetings: WVCRN, Student Services, HLC, PRSS, Financial Aid Committee, Tutors:** Hattie Newsome
- **Nursing Orientation:** Cassandra Vance, Elijah Hooker, Dianna Toler
- **Allied Health Orientation:** Cassandra Vance, Roger Williamson, Brian Carter
- **Gear Up Tours:** Cassandra Vance, Elijah Hooker, Michele Moore

- **SGA Survival Stations:** Brian Carter (Logan campus), Roger Williamson and Elizabeth Evans (Williamson campus), Elijah Hooker (Boone campus)
- **Signal Vine:** Cassandra Vance
- **Williamson Career Fair:** Cassandra Vance, Roger Williamson
- **Logan Job Fair:** Cassandra Vance, Michele Moore
- **Open House:** Hattie Newsome, Roger Williamson, Elizabeth Evans, (Williamson: 47; Logan: 65)
- **High school tours:** Cassandra Vance, Elijah Hooker, Michele Moore, Elizabeth Evans, Roger Williamson
- **Grant Writing:** Elijah Hooker and Brian Carter (Mental Health Services), First-Gen Students: Dianna Toler, Tim Ooten, Mike Collins
- **TEAS Prep (ASCEND):** Hattie Newsome, Cassandra Vance, Elijah Hooker
- **Mental Health Awareness Day:** Brian Carter Co-sponsor with PRSS
- **SSConnect:** Cassandra Vance, Elijah Hooker, Roger Williamson, Michele Moore, Elizabeth Evans, Cheryl Thacker
- **TANF Banquet: (23 attendees)** Michele Moore, Cheryl Thacker, Hattie Newsome
- **TANF Orientation:** Michele Moore, Cheryl Thacker
- **TANF Meetings:** Michele Moore, Cheryl Thacker, Hattie Newsome, Dianna Toler
- **HLC spreadsheets and Reports:** Tutoring spreadsheet and summaries, OR 110 spreadsheet and summary, At Risk Students spreadsheet and summary, Events/Workshop Schedules, Events and Workshop Schedules, Outlook forms for surveys, and TANF Retention Summary: Hattie Newsome
- **End of the Year Reporting:** Dianna Toler, Hattie Newsome, Brian Carter, Cassandra Vance, Roger Williamson, Elizabeth Evans, Elijah Hooker, Michele Moore, and Cheryl Thacker
- **Learning Studio Report:** Hattie Newsome
- **OR 110: syllabus,** OR 110 spreadsheet for adjuncts, set up Brightspace for adjuncts, Assist with OR 110 Assessments: Hattie Newsome
- **Campus Toolkit:** set up sections, add students to sections and coaches, order coach keys, solve problems: Hattie Newsome
- **Early Alerts:** Hattie Newsome
- **Oversee PRSS, Tutors:** Hattie Newsome
- **LWC Internships** (Holly Parker, Susan Meade): Hattie Newsome

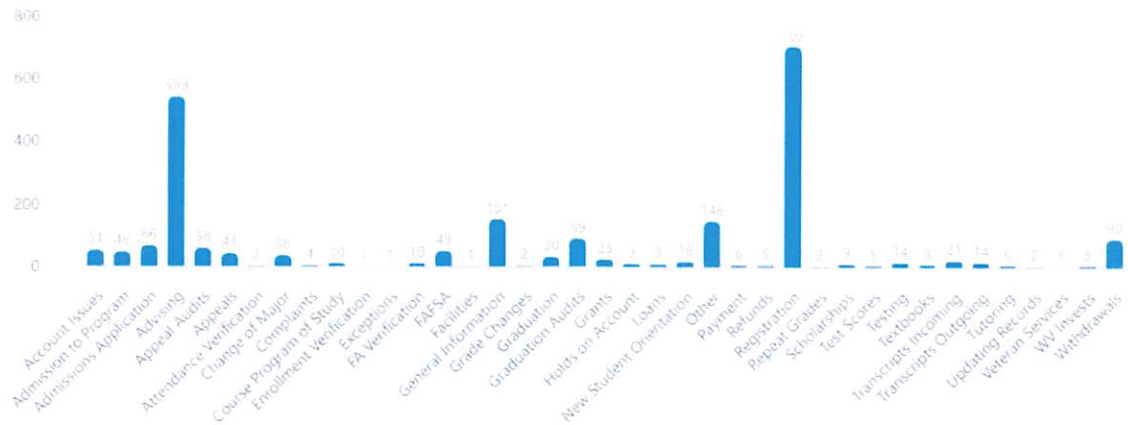
The following is a cumulative snapshot of Student Success Airtable entries to July 3rd, 2024.



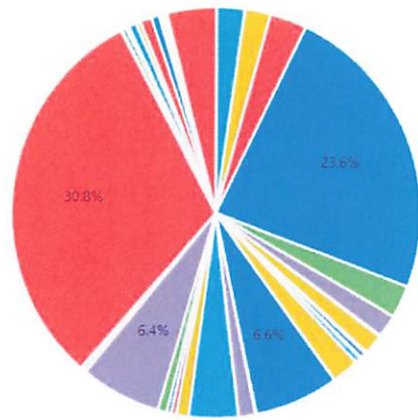
Percentages of Service Locations



Services Provided

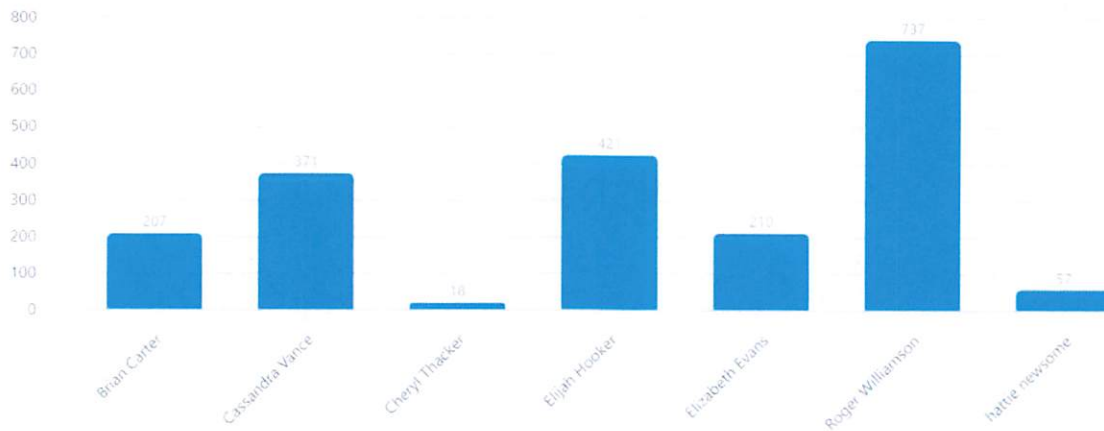


Percentages of Service Provided



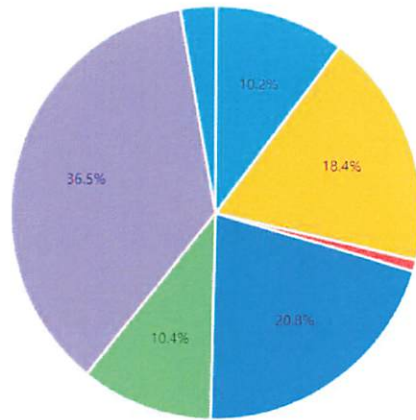
- Service (from Services)
- Account Issues (51)
 - Admission to Program (46)
 - Admissions Application (66)
 - Advising (539)
 - Appeal Audits (58)
 - Appeals (41)
 - Attendance Verification (2)
 - Change of Major (36)
 - Complaints (4)
 - Course Program of Study (10)
 - Enrollment Verification (1)
 - Exceptions (1)
 - FA Verification (10)
 - FAFSA (49)
 - Facilities (1)
 - General Information (151)
 - Grade Changes (2)
 - Graduation (30)

Connections Provided by Employee



Percentages of Connections by Employee

...

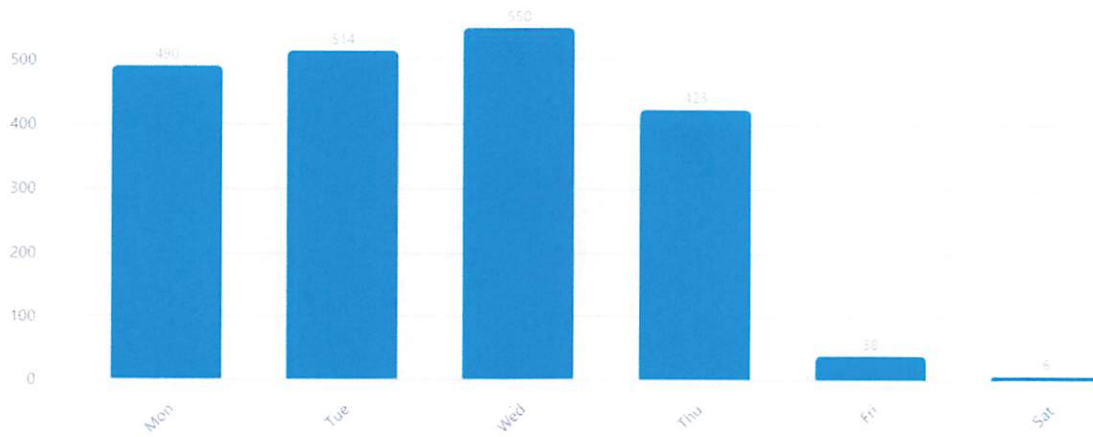


EmployeeUser

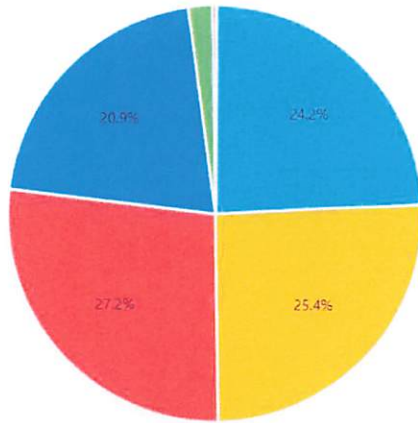
- Brian Carter (207)
- Cassandra Vance (371)
- Cheryl Thacker (18)
- Elijah Hooker (421)
- Elizabeth Evans (210)
- Roger Williamson (737)
- hattie newsome (57)

Connections by Day of the Week

...



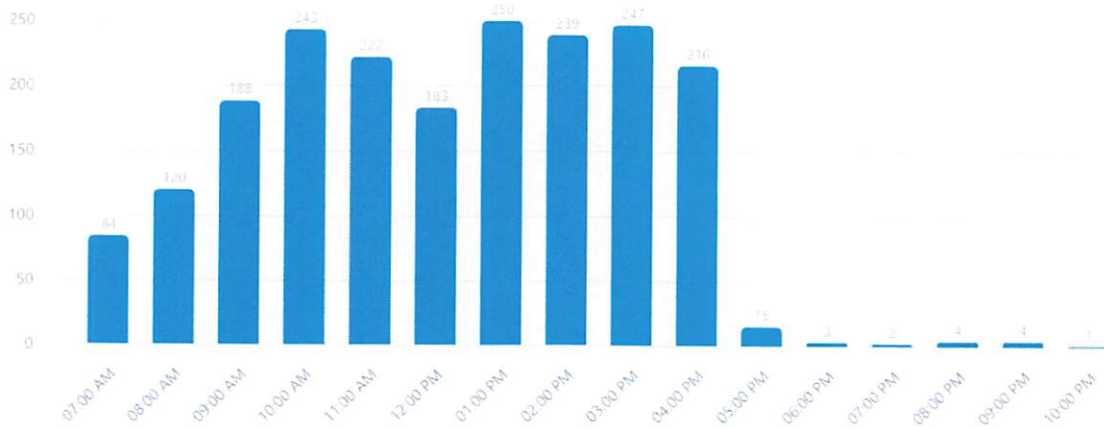
Percentages of Connections by Day of the Week



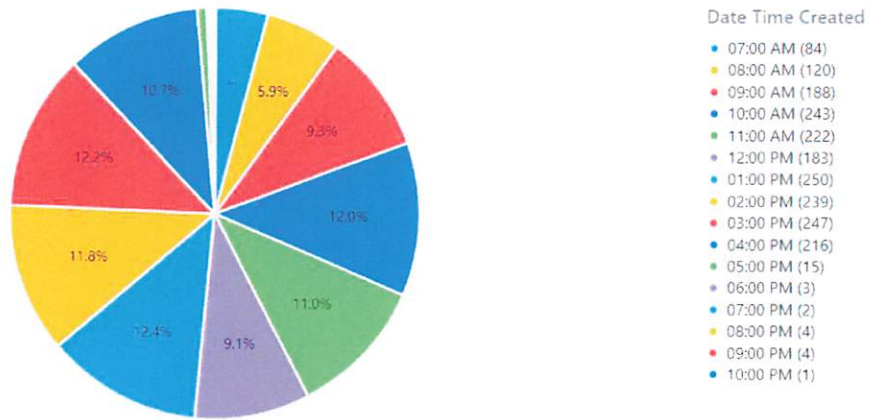
Date Time Created

- Mon (490)
- Tue (514)
- Wed (550)
- Thu (423)
- Fri (38)
- Sat (6)

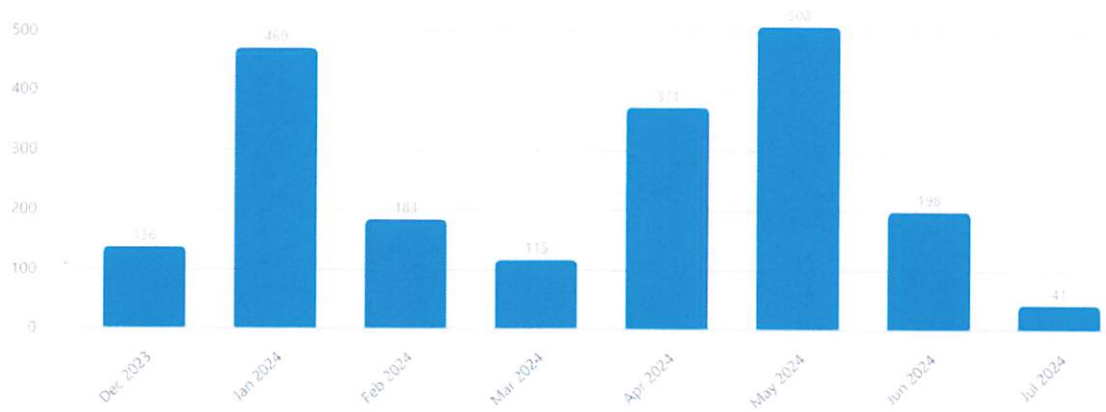
Connections by Hour of the Day



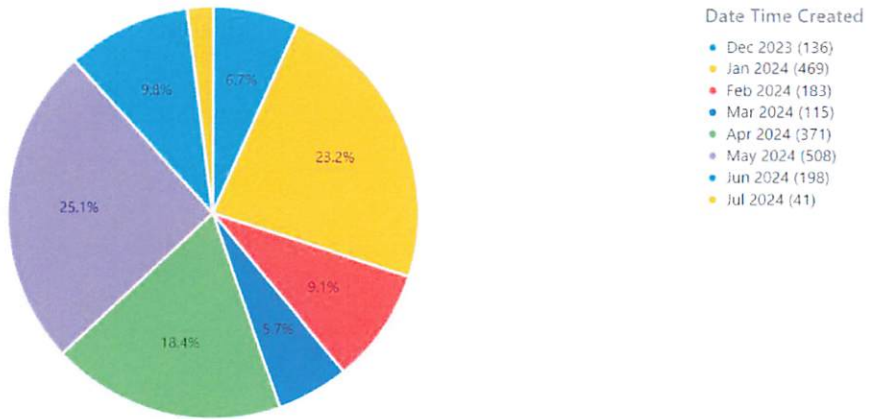
Percentages of Connections by Hour of the Day



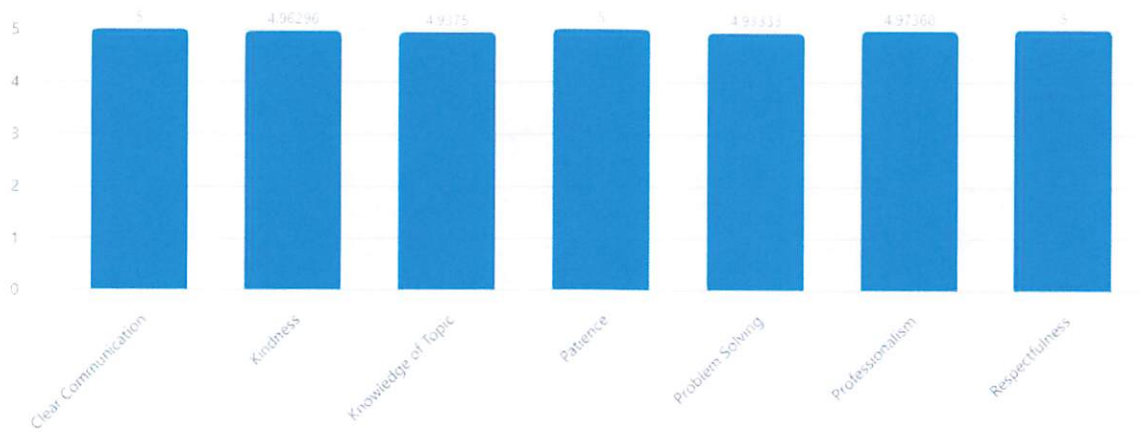
Connections by Month of Year



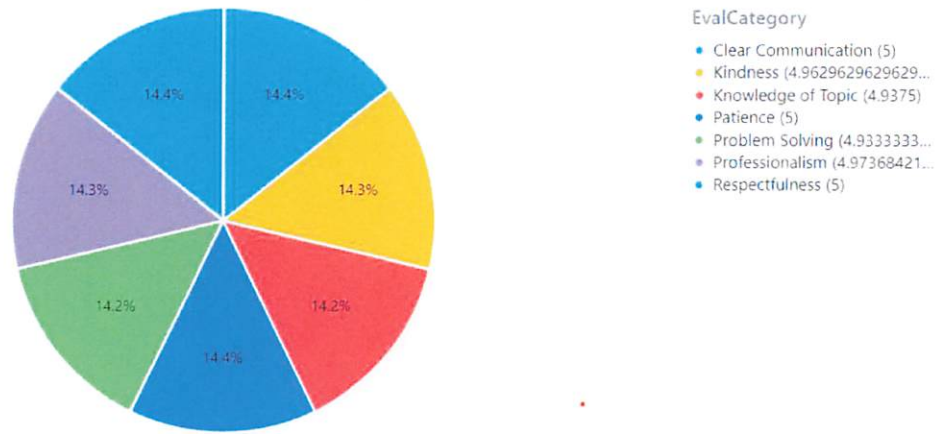
Percentages of Connections by Month of Year



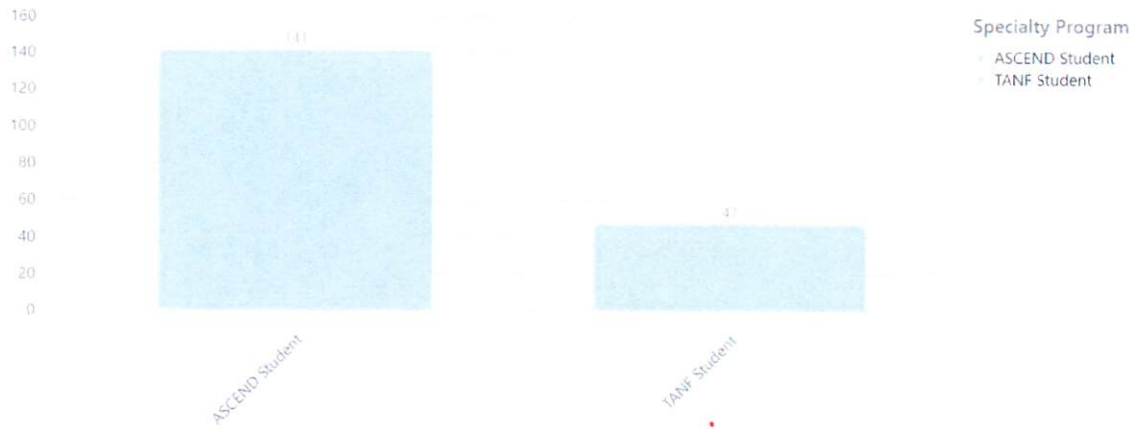
Average Student Evaluation Rating by Category



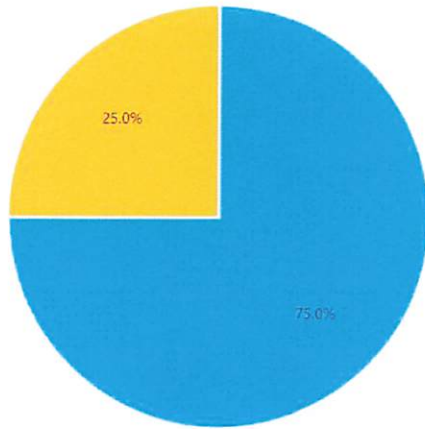
Percentages of Student Evaluations by Category



Number of Connections for Students in Specialty Programs



Percentage of Connections for Students in Specialty Programs



Specialty Program
• ASCEND Student
• TANF Student

StudentComments

Absolutely awesome

Love Brian! I had him last semester and now this semester to help me get signed up for my classes and he was so helpful and friendly! He is m...

He was very helpful!

He is always helpful. By far one of the best!

Roger was awesome with helping me today! He answered all my questions and helped me every step of the way.

Very kind!

Cassandra is wonderful, always so kind and helpful! Very thankful for her and all of her help!

Mrs. Vance was very helpful and answered all my questions.

Very helpful and nice! Conversation couldn't have gone better. Thanks, Elijah!

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Roger was very helpful in heading me in the right direction to my Cosmetology career, since this is the first time ever attending college. And...

I've always had the best of staff to help me out with my needs! Thanks

She was very helpful!

Goes above and beyond for students!.

They help me out so much! It made things so much easier for me to get my classes and have everything I need.

Hattie Newsome was very helpful and nice

Roger is amazing! So helpful and professional and he solved my problem asap. Virginia

Roger was such a great help today. He's the best.

Roger did an amazing job helping me register for classes. Going back to school can be stressful and scary and he made it very easy.

roger was extremely helpful; he answered all of my question and went above and beyond to help me. He was very kind and sincere. 10/10 kee...

Elijah has been extremely helpful and patient, looking forward to starting classes and thankful for his help!

As always Mr. Williamson is very professional and helpful.

Elijah is always so helpful. and he'll help anyway he can, I really appreciate him and all his help.

Very professional and polite. Questions asked were relevant and informative.

He was amazing!!!

Very helpful !

Elijah resolved every issue I had while doing an outstanding job.

Roger was very helpful in heading me in the right direction to my Cosmetology career, since this is the first time ever attending college. And...

I've always had the best of staff to help me out with my needs! Thanks

She was very helpful!

Goes above and beyond for students!.

They help me out so much! It made things so much easier for me to get my classes and have everything I need.

Hattie Newsome was very helpful and nice

Roger is amazing! So helpful and professional and he solved my problem asap. Virginia

Roger was such a great help today. He's the best.

Roger is always helpful and takes the time to explain any questions I have.

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As always, Mr. Williamson goes above and beyond for his students. If he can not assist, he will find someone that can. Southern is lucky to hav...

Best service possible for anyone to have given for what I was working on

She is awesome. I'm so excited. She is always so kind and helpful to everything

Hattie Newsome has been wonderful and helpful to me! She has went out of her way to make sure I'm going down the right path for graduati...

She was very helpful. She understood there was no way I could pass the class under the circumstances.

She was very very helpful and so very nice.

Roger has been very supportive and understanding. Anytime I've had any questions he's went above and beyond to get me an answer.

Brian was extremely helpful today. He answered every question and explained everything I needed to do. I had been trying for 2 days to figure...

He did great n helped me fully

She was very helpful and has always solved any issues I have had in counseling.

Roger always helps us with what we need

Roger is so extremely helpful every time I need his help with anything! He's also so kind and caring and I feel like he really does want to help a...

Great person and really helpful. Southern needs more employees like this one.

She really helpful she help me with everything

Elijah was very helpful.

Roger is always going above and beyond to help me with all my needs. He is excellent with his knowledge of the curriculum and advising. It's...

My name is spelled wrong its Clarice

Mental Health Awareness

Peer Recovery Support Specialist

The mission of the Peer Recovery Support Specialist at Southern is to develop a community that embraces people who have substance use disorder/SUD and other behavioral health disorders. The PRSS is bound by HIPAA to protect the privacy of the students' and community's information. He collaborates with all students at all campus sites as well as integrated services to the community.

Peer Recovery Support Specialist

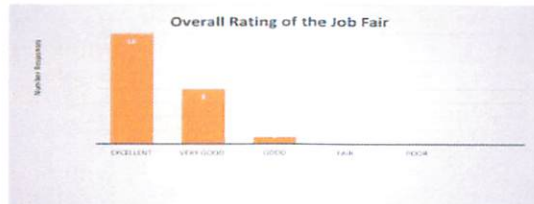
Description of Services Provided to College Students
<ul style="list-style-type: none"> Peer Recovery Support Specialist Aaron Blankenship Email: aaronblankenship@southernwv.edu aaron.blankenship@prestera.org Phone: 304-896-7308
<ul style="list-style-type: none"> Funded by WV Collegiate Recovery Network
<ul style="list-style-type: none"> Serves students at Southern College-wide and community
<ul style="list-style-type: none"> Students self-identify as having a substance use disorder to the peer recovery support specialist
<ul style="list-style-type: none"> Provides awareness type of events
<ul style="list-style-type: none"> Provides resources, workshops, and events
<ul style="list-style-type: none"> Employed by WV Collegiate Recovery Network
<ul style="list-style-type: none"> Referrals to Prestera Center
<ul style="list-style-type: none"> His office is on Logan campus A-203

Job Fair Employer Survey Results 2024

Job Fair Employer Survey 2024

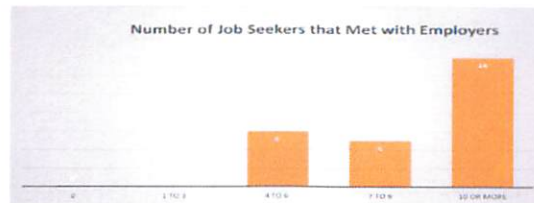
1. Over all how would you rate the Job Fair?

Excellent	16
Very Good	8
Good	1
Fair	0
Poor	0



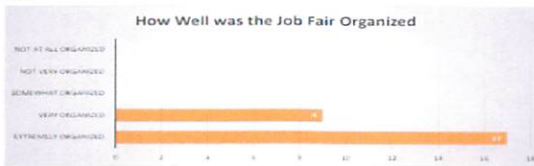
2. Approximately how many job seekers did you speak with

0	0
1 to 3	0
4 to 6	6
7 to 9	5
10 or more	14



3. Overall, How organized was the Job Fair?

Extremely orga	17
Very organized	9
Somewhat org.	0
Not very organ	0
Not at all organ	0



4. How friendly/helpful were the staff and student volunteers?

Very friendly	24
Friendly	1
Somewhat friendly	0
Neither friendly, nor unfriendly	0
Somewhat unfriendly	0
Very unfriendly	0



Comments from employers and college representatives

- Everything was good. Can't see where anything could be changed
- It was a great event.
- Maybe not group medical off in one room. Sometimes they might offer more than medical
- I would shorten the time frame and possibly require classes to come at scheduled times
- The job fair was excellent and very well attended
- I would change nothing. It was great.
- Organize visits with local high schools and southern students
- Talk to the local high schools and have them bus the senior classes to the fair



STUDENT SUCCESS

ADDITIONAL INFORMATION

AIRTABLE Clips for 2023-2024 Annual Report

Monday, August 5, 2024 11:06 AM

7/1/2023 to 11/30/2023

Visits to SSConnect This Academic Year

1732

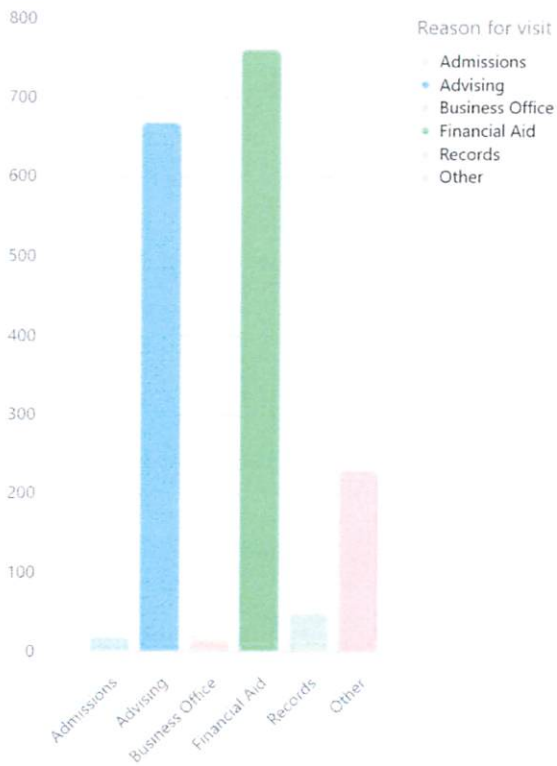
Advising Visits

667

Financial Aid Visits

760

Reason for Visits



From this point down, these data are from 12/1/2023 to 6/30/2024

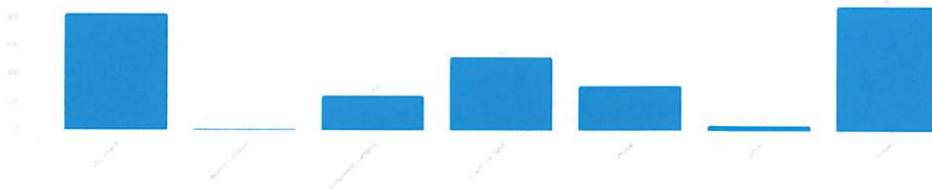
Visitor Connections

Visitor Connections
2852

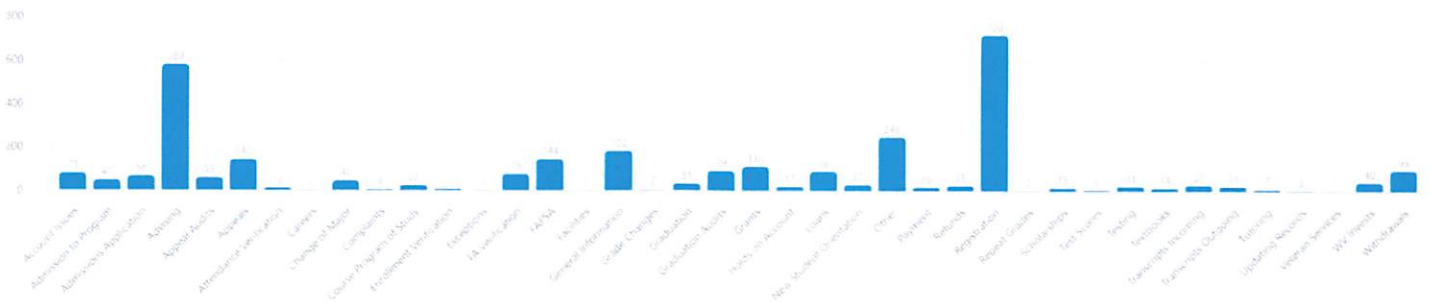
Visitor Evaluations Completed
237

Visitor Evaluations Average
4.94

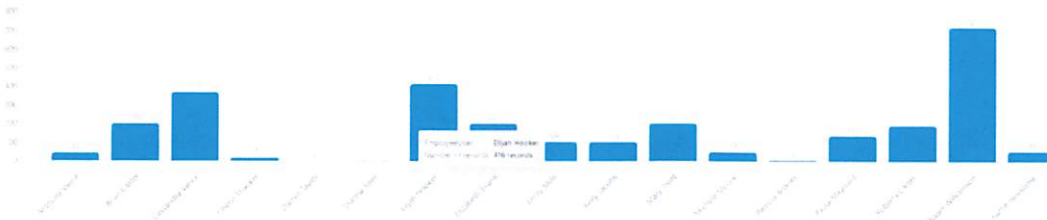
Location of Services



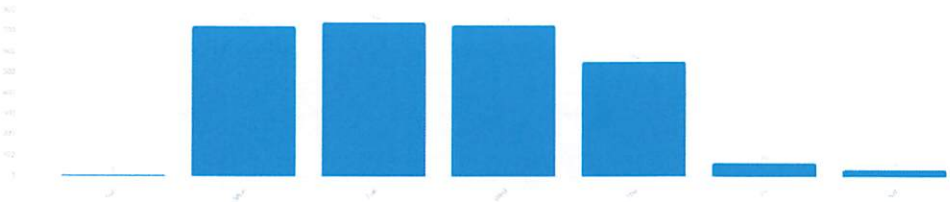
Services Provided



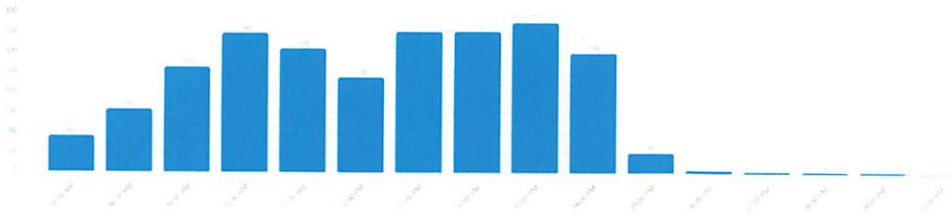
Connections Provided by Employee



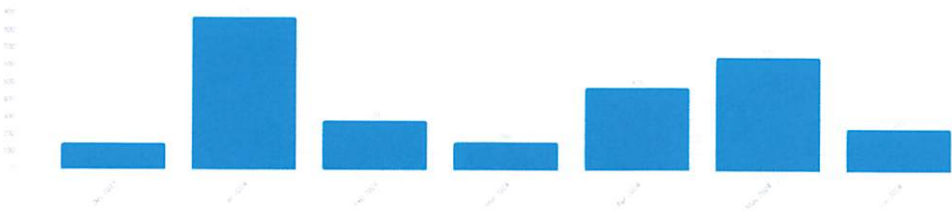
Connections by Day of the Week



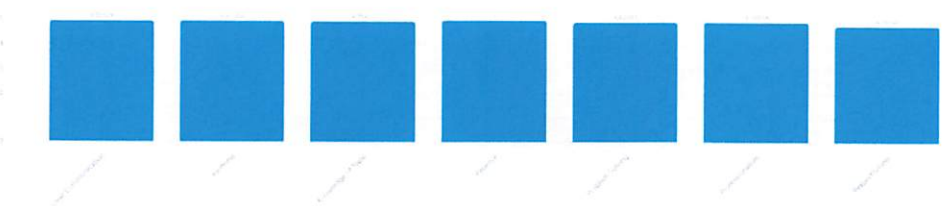
Connections by Hour of the Day



Connections by Month of Year



Average Student Evaluation Rating by Category



Student Comments

Absolutely awesome
 Love Brian! I had him last semester and now this semester to help me get signed up for my classes and he was so helpful and friendly! He is my favorite out of all the other advisors!
 He was very helpful!
 He is always helpful. By far one of the best!
 I have a somewhat complicated case, so I really appreciated how hard he worked to set me up with what I needed.
 Roger was awesome with helping me today! He answered all my questions and helped me every step of the way.
 Very kind!
 Cassandra is wonderful, always so kind and helpful! Very thankful for her and all of her help!
 Mrs. Vance was very helpful and answered all my questions.
 Very helpful and nice! Conversation couldn't have gone better. Thanks, Elijah!
 helped me with everything and got me signed up very quickly and i would definitely recomend him to others
 She was very helpful and helped me with everything that I needed. She was very polite as well.
 Cassandra was more than helpful! She made this process much less stressful for me. She answered every question I had and was so wonderful! Because of Cassandra, this was the best experience I have had with student services since I started at Southern.
 Roger always goes above and beyond to help students succeed!
 She was very nice and helpful and honest! She made sure I got exactly what I needed before I left her office, and got me in and out in a timely manner!
 Very helpful and very pleasant to work with.
 Very helpful and wonderful to work with!
 roger was extremely helpful, he answered all of my question and went above and beyond to help me. He was very kind and sincere. 10/10 keep being your amazing self!
 Kelly was extremely kind, helpful, and quick to fix my issue!
 Elijah has been extremely helpful and patient, looking forward to starting classes and thankful for his help!
 As always Mr. Williamson is very professional and helpful.
 Elijah is always so helpful. and he'll help anyway he can, I really appreciate him and all his help.
 Very helpful and kind
 Very professional and polite. Questions asked were relevant and informative.
 He was amazing!!!
 Very helpful!
 Mary is amazing. She is very knowledgeable about her work and is always happy to help.
 Very kind and helpful!
 She has went above and beyond to help me each and every time I have ever needed or asked her!
 Elijah resolved every issue I had while doing an outstanding job.
 Mary is the sweetest person. She answered every question I had and did an outstanding job.
 Roger was very helpful in heading me in the right direction to my Cosmetology career, since this is the first time ever attending college. And continues to check on me to see how things are going. The world needs more Roger's in it!
 I've always had the best of staff to help me out with my needs! Thanks
 She was very helpful!
 Staff was super friendly and helpful with the situation I required assistance for
 Goes above and beyond for students!
 They help me out so much! It made things so much easier for me to get my classes and have everything I need.
 Today was fast. No wait
 Kelly was absolutely excellent! She helped me solve my issue and was very nice and respectful!
 Hattie Newsome was very helpful and nice
 Roger is amazing! So helpful and professional and he solved my problem asap. Virginia
 He (Anthony Vance) was a really good help, helping me with a situation regarding my choices that I have for college and another person at the time in Anthony's office. Both of them helped me understand a little bit better what I have to do to make my next step into college and in life by figuring out what careers I should go into.
 Roger was such a great help today. He's the best.
 This was one of the most pleasant experiences I've ever had!
 It seems like one department does not work with the other. I kinda get the feeling of confusion in student services.
 Fast and efficient!
 Roger is always helpful and takes the time to explain any questions I have.
 As always, Mr. Williamson goes above and beyond for his students. If he can not assist, he will find someone that can.
 Southern is lucky to have him.
 She is amazing at her job and as a person, I'm blessed to have her an my advisor!

shes the best!
 Best service possible for anyone to have given for what I was working on
 She is awesome. I'm so excited. She is always so kind and helpful to everything
 Hattie Newsome has been wonderful and helpful to me! She has went out of her way to make sure I'm going down the right path for graduating with two associate degrees and she's also been reaching out to help me with funding. Ever since day 1 since I started at Southern, she's been helping me for these two years. I've really appreciated her help! As far as kindness is concerned, she's been super kind to me throughout these two years! I really appreciate everything she's done!
 Mary always helps me with any problem that may arise. It's always a pleasant experience when I receive help from Mary!
 She was very helpful. She understood there was no way I could pass the class under the circumstances.
 She was very very helpful and so very nice.
 Roger has been very supportive and understanding. Anytime I've had any questions he's went above and beyond to get me an answer.
 Roberta couldn't have been more helpful. She was kind, considerate and went above and beyond to help me fill out my fasma. It's evident that she has a passion for her job and takes great pride in it.
 Brian was extremely helpful today. He answered every question and explained everything I needed to do. I had been trying for 2 days to figure out what I needed to do with the Appeal Audit and Brian assisted me in 10 minutes!
 He did great n helped me fully
 She was very helpful and has always solved any issues I have had in counseling.
 Roger always helps us with what we need
 Roger is so extremely helpful every time I need his help with anything! He's also so kind and caring and I feel like he really does want to help as much as he possibly can, he's one of the best people I've ever met!! I'm so grateful for all of his help
 Great person and really helpful. Southern needs more employees like this one.
 She really helpful she help me with everything
 Elijah was very helpful.
 Roger is always going above and beyond to help me with all my needs. He is excellent with his knowledge of the curriculum and advising. It's always a joy meeting with him.
 My name is spelled wrong its Claissa
 Michele always goes above and beyond to help me in any way she possibly can!!
 She is great!!! She was so helpful we don't want anyone but her to assist us.
 Completely explained, walked me through, and helped me with everything I needed!
 She's great and truly tried to help with the problem. Virginia
 Very nice and helpful!
 Brian has helped me multiple times this semester and he is always extremely helpful and kind.
 Awesome as always! Thanks for all you've done in my time here, Brian!!!
 Very knowledgeable and helpful.
 She has been wonderful and always gets right back to me with any questions I may have. She has been a joy to deal with.
 Very happy with this advisor.
 She helped me out a lot today
 Roger is great!
 Elijah was very helpful and nice to speak with
 Always so helpful to me. I really appreciate Ms. Evans. Thank you
 Always so helpful and kind!!!
 Mr. Carter is extremely knowledgeable in all areas of his position. He explained all the classes and he is actually the reason I found the career I was originally looking to go into from the start and had no idea Southern accredited for it. So I'm grateful for his thorough explaining, it assisted me with doing something I will love instead of settling for what classes that were available. He was very upfront about the classes details and what was expected from them. My personal experience with him on several occasion has been phenomenal, he is patient, kind and very helpful.
 Wonderful people!
 Very professional and answered every question I had perfectly, very happy with interaction. 10/10
 Elijah was phenomenal!
 Very knowledgeable and kind advisor!
 Very helpful
 Brian got my schedule fixed in no time! Super happy. Thank you!
 Very helpful, answered all of my questions, and found a quick resolution for my problem.
 She was great
 Roger so beyond helpful. He was so kind and made me feel much more at ease with the situation I'm dealing with.
 Very very helpful and super quick!
 Cassandra was very nice and helpful. I appreciate all her help.
 I felt like Brian definitely communicated clearly. My questions were answered promptly. He gave me clear instructions on what I need to do moving forward. He was resourceful in seeing what classes would transfer. I appreciate his help and look forward to working with him in the future. Often, stuff like this is stressful, but he made it easy. Thank you
 It felt like I was talking to family, very kind and helpful.
 Roger is absolutely an amazing Counselor! He goes above and beyond offer the help you need.
 Cassandra Was very sweet, caring and very helpful, also understanding and comfortable to communicate with in helping by me build my gpa to help me reach my goals
 Roger is always very nice and very helpful I am very thankful to have him as an advisor! He always answers all of my questions and leads me in the right direction for my career choice.
 He was very helpful and is a great advisor!
 Super helpful and super patient more than I could've ever asked for
 Patient and resourceful during the entire process, one of the best college advisors I've had!
 Michele Moore has been great. Staying in touch, and making sure the classes go smoothly. Thank you...

Co-Curricular Student Learning Outcomes Assessment Handbook



July 1, 2023 - June 30, 2024



SOUTHERN
WV COMMUNITY & TECHNICAL COLLEGE

Purpose of the Handbook

The Higher Learning Commission (HLC) emphasizes student learning outcomes assessment. The purpose of this handbook is to assist in developing and implementing meaningful co-curricular assessment plans. This resource explains the basic concepts and processes of assessment, provides examples and strategies for meeting specific requirements, and offers approaches for making assessment a valuable tool in co-curricular programming.

What is Assessment?

Assessment helps answer some simple questions:

- What do we do?
- Why do we do it?
- How well do we do it?
- How do we use what we learn to improve?
- Did the changes or improvements create the outcome we wanted?

Assessment is about developing clear program goals or outcomes, measuring our effectiveness at achieving those goals or outcomes and using the data to improve our effectiveness at serving our students.

What is Co-Curricular

The HLC defines co-curricular as:

“Learning activities, programs, and experiences that reinforce the institution’s mission and values and complement the formal curriculum. Examples include study abroad, student-faculty research experiences, service learning, professional clubs or organizations, athletics, honor societies, career services, etc.”

Southern considers formal and college-sponsored activities that contribute to students’ educational experiences, such as Student Advising, Student Government, Student Clubs and Organizations, and Campus Events as co-curricular. Co-curricular learning activities are college activities, programs, and learning experiences that have not been identified as “academic” or “operational” and that support Southern’s mission, vision, strategic goals, or learning outcomes.

In addition to supporting the mission and vision of the College, a co-curricular experience should support at least one of the College’s General Education Goals or one of the CAS Standard’s Student Learning Outcome Domains.

Given the preceding, Southern defines Co-Curricular as learning activities, programs, and experiences that reinforce or complement the College’s mission, values, and formal curriculum.

General Education Goals

Southern's General Education Goals were developed locally by faculty at the College. The CAS Standards are recognized nationally as best practices in Student Affairs and Student Services assessment. The College's General Education Goals and CAS Standards Domains and Dimensions mesh nicely to serve as a model for co-curricular learning and development.

The College's General Education Goals include written communication, verbal communication, intercultural knowledge, quantitative reasoning, and critical thinking. The following is a summary of the general education outcomes.

Written Communication

Students will demonstrate effective written communication (W) by expressing thoughts, ideas, and information clearly and effectively through written mediums that exhibit the following qualities:

- W1 Purpose is clearly stated.
- W2 Organization is structured and has a clear beginning, middle, and end.
- W3 Ideas are thoroughly developed and support the thesis, purpose, or controlling idea.
- W4 Grammar and mechanics are correct and do not interfere with readability.
- W5 Language and style are appropriate for the intended audience and subject matter.

Verbal Communication

Students will demonstrate effective verbal communication (V) by delivering presentations or engaging in dialogue-centered specific content that illustrates the following features:

- V1 Purpose is clearly stated.
- V2 Organization has a clear beginning, middle, and end.
- V3 Ideas and conclusions are thoroughly developed and support the purpose or objective.
- V4 Audience is actively engaged.
- V5 Delivery is clear and effective.

Quantitative Literacy

Students will demonstrate quantitative literacy (Q) by using quantitative methods to calculate solutions to diverse problems and career-specific situations and interpreting and applying the results, effectively exhibiting the following:

- Q1 Performing mathematically correct calculations.
- Q2 Interpreting the results and forming data-supported conclusions.
- Q3 Applying the results to specific situations.

Critical Thinking

Students will demonstrate critical thinking (CT) by exploring issues/objects/works through the collection and analysis of evidence that results in informed conclusions, effectively demonstrating the following:

- CT1 Identifying the issue.
- CT2 Gathering credible information.
- CT3 Analyzing relevant information.
- CT4 Formulating a conclusion.

Intercultural Knowledge and Competence: Students will demonstrate intercultural knowledge and competence (IC) by recognizing diversity, as well as interacting and cooperating in a diverse setting, including, but not limited to, differences in race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, or political belief, effectively demonstrating the following:

- IC1 Recognizing cultural diversity.
- IC2 Communicating in a diverse setting.
- IC3 Collaborating in a diverse context.

CAS Standards' Domains of Student Learning and Development

CAS Domains are six broad categories of student learning and development outcomes. The domains are further clarified through dimensions. Student learning and development dimensions allow for a more focused assessment approach and opportunities for alignment with Southern's mission, vision, and strategic goals.

Domain 1: knowledge acquisition, integration, construction, and application

- Dimensions: understanding knowledge from a range of disciplines; connecting knowledge to other knowledge, ideas, and experiences; constructing knowledge; and relating knowledge to daily life

Domain 2: cognitive complexity

- Dimensions: critical thinking, reflective thinking, effective reasoning, and creativity

Domain 3: intrapersonal development

- Dimensions: realistic self-appraisal, self-understanding, and self-respect; identity development; commitment to ethics and integrity; and spiritual awareness

Domain 4: interpersonal competence

- Dimensions: meaningful relationships, interdependence, collaboration, and effective leadership

Domain 5: humanitarianism and civic engagement

- Dimensions: understanding and appreciation of cultural and human differences, social responsibility, global perspective, and sense of civic responsibility

Domain 6: practical competence

- Dimensions: pursuing goals, communicating effectively, technical competence, managing personal affairs, managing career development, demonstrating professionalism, maintaining health and wellness, and living a purposeful and satisfying life

Chickering theorized that college students progressed through a series of vectors contributing to a sense of identity. The vectors build upon one another, but students do not necessarily progress through them sequentially.

Unit Co-Curricular Goals for Student Services

- Students will think critically to develop solutions.
- Students will develop a feeling of connection to the College community.
- Students will demonstrate communication habits that support academic success.
- Students will apply knowledge by asking questions or giving correct answers to questions, examples, or problems.

Department and Program Co-Curricular Goals

- Department: Student Success
 - Students will develop steps to reach a goal
 - Program: Student Clubs and Organizations: NSLS
 - Students will score at least 10 out of 15 on their SMART goals submissions
- Department: Financial Aid
 - Students will appraise their communication skills
 - Program: Work-Study
 - Students will score 3 or higher on their self-evaluation of their communication skills.
- Department: Registrar
 - Students will think critically about their academic requirements.
 - Program: Graduation Check-Out
 - Students will synthesize information when they review their DegreeWorks report and their Program of Study with an Advisor.
- Department: Admissions
 - Students connect with resources that improve their odds of success.
 - Program: New Student Orientation

- At least two-thirds of students who complete the NSO evaluation will agree or strongly agree that NSO helped them develop a feeling of connection to the College community.

Co-Curricular Assessment Plan

All co-curricular programs will submit a Co-Curricular Assessment Plan to the Chief Student Services Officer on or before July 1st of each year. A plan template is provided at the end of this handbook including the assessment activities, outcomes, cycles, methods, and measures.

Co-Curricular Reporting

All co-curricular programs will report the assessment activities completed for the academic term by the day and time grades are due to the Registrar's Office at the end of the semester. This information will be submitted to the Chief Student Services Officer. A report template is provided at the end of this handbook.

APPENDICES

APPENDIX A
Co-Curricular Assessment Plan Form

Co-Curricular Assessment Plan

Plan is due by July 1st for the upcoming academic year
Submit to the Chief Student Services Officer

Plan for Academic Year: _____

Submitted by: _____

Submission Date: _____

Name of Co-Curricular Activity/Program: (Examples: NSLS, SAGA, Learning Studio, etc.)

Assessment Question(s): (What do you want to know?)

Strategic Goal/Unit or Department Goal or Co-Curricular Development/Support Area(s) related to
Assessment Question: (How does this fit into the bigger picture?)

Assessment Methods: (How will you know?)

Activities or Measures to be Assessed: (What one thing are you explicitly doing/measuring?)

Data Collection Plan: (What are your criteria? What level of performance is acceptable? Are there internal targets or external benchmarks you hope to achieve?)

Data Analysis Plan: (How will you review the data you collected? Who is responsible?)

Assessment Results Review: (What will you do with what you've learned?)

Discussion and Sharing Plan: (For example: with your supervisor, a particular office, group/committee meeting, etc.)

The person who will complete the final report and make recommendations for future assessment questions (Who is responsible for completing this cycle?)

A final report is due at the end of each fall and spring term when grades are due to the Registrar.

APPENDIX B
CO-CURRICULAR ASSESSMENT FINAL REPORT FORM

Co-Curricular Assessment Final Report

Report is due at the end of the academic term

Submit to the Chief Student Services Officer

Academic Term Assessed: _____

Submitted by: _____

Submission Date: _____

Name of Co-Curricular Activity/Program:

Assessment Question(s):

Strategic Goal/Unit or Department Goal or Co-Curricular Development/Support Area(s) related to Assessment Question:

Assessment Methods:

Activities or Measures to be Assessed: (What did you measure?)

Data Collection Method: (How did you measure it?)

Data Analysis: (What were the results of the measurement?)

Assessment Results Review:

Discussion and Sharing Plan: (For example: with your supervisor, a certain office, group/committee meeting, etc.)

The person who will complete the final report and make recommendations for future assessment questions (Who is responsible for completing this cycle?)

APPENDIX C
KEY TERMS

Key Terms

- **Co-curricular** - learning activities, programs, and experiences that reinforce or complement the College's mission, values, and formal curriculum.
- **Department** – an administrative section within a Unit of the College typically run by a Director.
- **Goal** - an idea of the future or desired result that a person or group envisions, plans, and commits to achieve.
- **Outcome** - the way a thing turns out; a consequence.
- **Program** – an activity or service provided by the College for the direct benefit of students.
- **Unit** – an administrative section of the College typically led by a member of the President's Cabinet.

APPENDIX D
CO-CURRICULAR MAPPING

Southern West Virginia Community and Technical College

Co-Curricular Mapping

Program Goals	Department Goals	Unit Goals (Outcomes)	(Institutional) General Education Outcomes	CAS Standards
Student will score at least 10 out of 15 on the SMART submissions (Student clubs and Organizations: NSLS).	Student will develop steps to reach a goal (Student Success).	Students will think critically to develop solutions.	-Critical Thinking -Written Communication	-Domain 2: Cognitive Complexity -Domain 6: Practical Competence
Student will score 3 or higher on their self-evaluation of their communication skills	Students will appraise their communication skills (Work Study).	Students will think critically to develop solutions.	-Critical Thinking -Verbal Communication	-Domain 2: Cognitive Complexity -Domain 6: Practical Competence
Students will think critically about their academic requirements.	Students will synthesize information when they review their Degree Works report and then Program of Study.	Students will think critically to develop solutions. Students will feel connected to the College community. Students will demonstrate communication habits that support academic success. Students will apply knowledge by asking questions or giving correct answers to questions, examples, or problems.	-Critical Thinking	-Domain 1: Knowledge Acquisition, Integration, and Application -Domain 2: Cognitive Complexity -Domain 4: Interpersonal Competence -Domain 6: Practical Competence
Students connect with resources that improve their odds of success.	At least two-thirds of students who complete the NSO evaluation will agree or strongly agree that NSO helped them feel more connected to the College community.	Students will feel connected to the College community. Students will apply knowledge by asking questions or giving correct answers to questions, examples, or problems.	-Intercultural Knowledge and Competence	-Domain 1: Knowledge Acquisition, Integration, Construction, and Application -Domain 2: Cognitive Complexity -Domain 3: Intrapersonal Development -Domain 4: Interpersonal Competence -Domain 5: Humanitarianism and Civic Engagement -Domain 6: Practical Competence

Notes:

APPENDIX E
CO-CURRICULAR ASSESSMENT PLANS

Co-Curricular Assessment Plan

Plan is due by July 1st for the upcoming academic year

Submit to the Chief Student Services Officer

Plan for Academic Year: 2023-2024

Submitted by: Tim Ooten, Director of Admissions

Submission Date: 8/29/2023

Name of Co-Curricular Activity/Program: (Examples: NSLS, SAGA, Learning Studio, etc.)

New Student Orientation

Assessment Question(s): (What do you want to know?)

Did at least two-thirds of students who complete the NSO evaluation will agree or strongly agree that NSO helped them develop a feeling of connection to the College community?

Strategic Goal/Unit or Department Goal or Co-Curricular Development/Support Area(s) related to

Assessment Question: (How does this fit into the bigger picture?)

Students will develop a feeling of connection to the College community.

Assessment Methods: (How will you know?)

Activities or Measures to be Assessed: (What one thing are you explicitly doing/measuring?)

We ask students on the NSO evaluation if the NSO program helped them develop a feeling of connection to the College community

Data Collection Plan: (What are your criteria? What level of performance is acceptable? Are there internal targets or external benchmarks you hope to achieve?)

Self-report Likert-type evaluation. Range of -2 to +2. Goal is to have average score at or above 1.0

Data Analysis Plan: (How will you review the data you collected? Who is responsible?)

Dashboard created to review results. Tim Ooten

Assessment Results Review: (What will you do with what you've learned?)

Discussion and Sharing Plan: (For example: with your supervisor, a particular office, group/committee meeting, etc.)

Admissions Department meeting/SS Directors meeting/NSO planning meeting

The person who will complete the final report and make recommendations for future assessment questions (Who is responsible for completing this cycle?)

Tim Ooten

A final report is due at the end of each fall and spring term when grades are due to the Registrar.

Southern

West Virginia Community & Technical College New Student Orientation Evaluation Form

Please tell us about you.

Age: _____ **Sex:** ___ Male ___ Female **High School:** _____

Campus: ___ Boone/Lincoln ___ Logan ___ Williamson ___ Wyoming/McDowell

Which social media platform do you prefer most?

___ Facebook ___ Instagram ___ Twitter ___ YouTube ___ Other _____

Which mode of communication do you prefer most?

___ Talking on the phone

___ Email

___ Text/Instant Messaging

___ Chat

___ Letter in the U.S. Postal Service

___ Other _____

What is your goal at Southern West Virginia Community & Technical College?

___ Obtain an Associate's Degree

___ Obtain an Associate's Degree, then transfer to another institution

___ Obtain a Certificate

___ Obtain a Certificate, then transfer to another institution

___ Take some classes

___ Take some classes, then transfer to another institution

___ Other. Please specify: _____

Please Continue On Other Side

Why did you choose to attend Southern instead of other colleges or universities in the state or region?

Please tell us about today's Orientation program.

1. Today's workshop was organized and well-prepared.

Strongly Disagree Disagree Agree Strongly Agree No Opinion

2. I learned how to connect to my Southern digital accounts (email, blackboard, mySouthern, etc) today.

Strongly Disagree Disagree Agree Strongly Agree No Opinion

3. Today's orientation program helped me develop a feeling of connection to the College community.

Strongly Disagree Disagree Agree Strongly Agree No Opinion

4. If I have a problem at Southern, I know where to go to get assistance.

Strongly Disagree Disagree Agree Strongly Agree No Opinion

5. I wish today's orientation program would have included more information about (check all that apply):

Admissions

Advising

Buying Textbooks

Career Services

Child Care

Clubs & Organizations

Disability Services

Financial Aid

My Class Schedule

Payment Options

Placement Testing

Student Activities

Student Government

Tuition and Fees

Veteran Services

Other _____

6. Comments, Concerns, or Suggestions:

Age ≤ Enter a value

Sex is Select an option

Evaluation Count

74

Evaluation Avg. Score

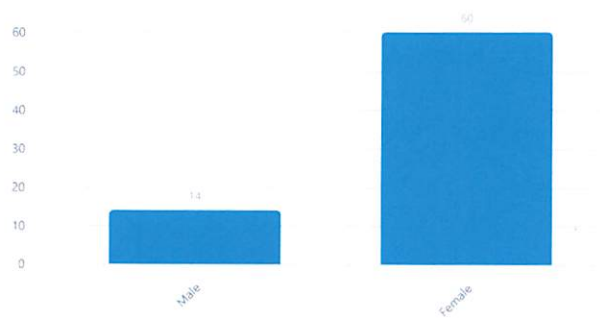
Out of 8 possible

5.82

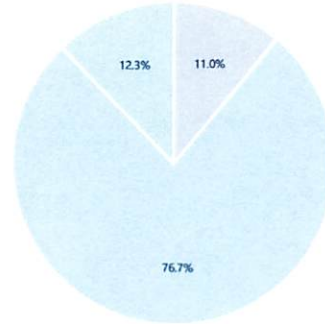
Average Age

20.5

Sex
Number of Evaluations by Sex



Home Campus Designation



Campus
Boone/Lincoln (8)
Logan (56)
Williamson (9)

Sex is Select an option

Age is Enter a value

Organized Avg. Score

Score Range: 1.00 - 2.00

1.49

Connect To Digital Accounts Avg. Score

Score Range: 1.00 - 2.00

1.41

Connect To College Avg. Score

Score Range: 1.00 - 2.00

1.46

Understand Where to Get Assistance Avg. Score

Score Range: 1.00 - 2.00

1.47

Number of Students Answering Q3

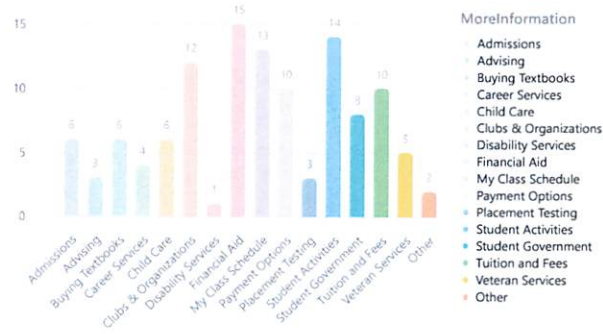
74

Students Rating Q3 as 1 or 2

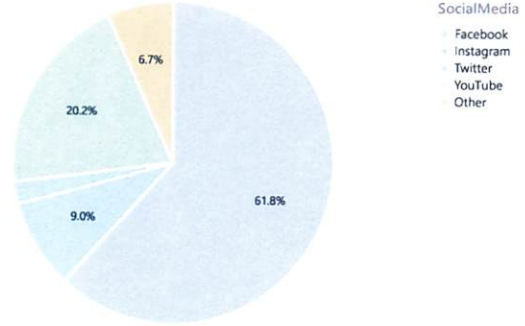
Score Range: 1.00 - 2.00

71

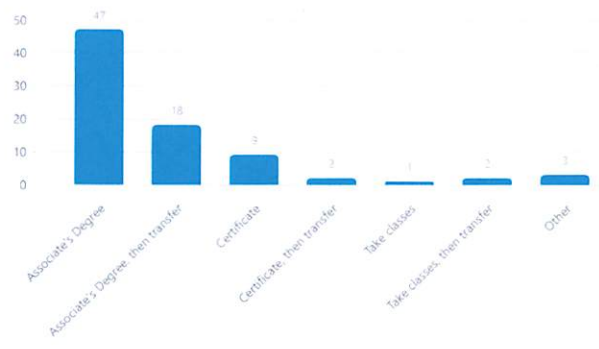
More Information



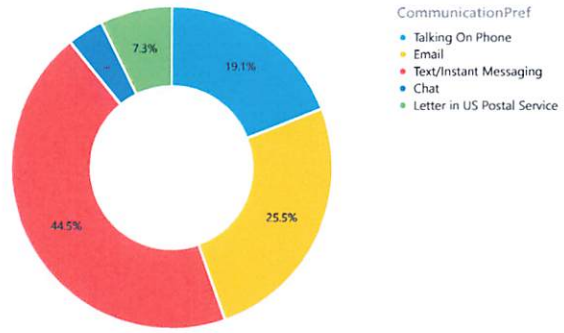
Which Social Media Platform Do You Prefer?



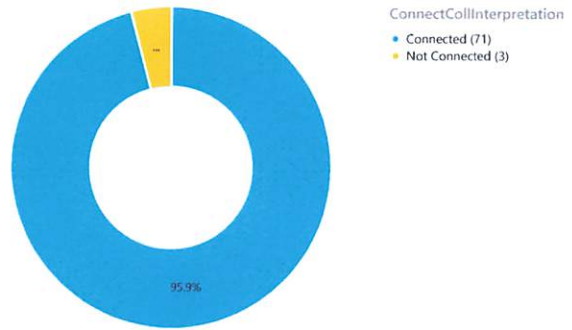
What is Your Goal?



Which Mode of Communication Do You Prefer?



Percentage of NSO Students Reporting "Connection" with College



Co-Curricular Assessment Plan

Plan is due by July 1st for the upcoming academic year
Submit to the Chief Student Services Officer

Plan for Academic Year: 2023-2024

Submitted by: Stella Estepp, Director of Student FA

Submission Date: 8/29/2023

Name of Co-Curricular Activity/Program: (Examples: NSLS, SAGA, Learning Studio, etc.)
Work-Study Program

Assessment Question(s): (What do you want to know?)

Did students score 3 or higher on their self-evaluation of their communication skills.?

Strategic Goal/Unit or Department Goal or Co-Curricular Development/Support Area(s) related to
Assessment Question: (How does this fit into the bigger picture?)

Students will demonstrate communication habits that support academic success.

Assessment Methods: (How will you know?)

Activities or Measures to be Assessed: (What one thing are you explicitly doing/measuring?)

Students will complete the "Student Self-Evaluation" at the end of the semester and rate their communication skills.

Data Collection Plan: (What are your criteria? What level of performance is acceptable? Are there internal targets or external benchmarks you hope to achieve?)

Students will rate their communication skills at an "Average" level or better (3 out of 5 points).

Data Analysis Plan: (How will you review the data you collected? Who is responsible?)

Dashboard created to review results. Stella Estepp and Mary Trent.

Assessment Results Review: (What will you do with what you've learned?)

Discussion and Sharing Plan: (For example: with your supervisor, a particular office, group/committee meeting, etc.)

Financial Aid department meeting/Student Services Directors' meeting

The person who will complete the final report and make recommendations for future assessment questions (Who is responsible for completing this cycle?)

Stella Estepp and Mary Trent

A final report is due at the end of each fall and spring term when grades are due to the Registrar.



Federal Work Study

Performance Evaluation

Student Information	
Student Name:	Supervisor:
Student ID:	Department:
Period Covered By Evaluation	To

Each Federal Work Study Student will be formally evaluated at the end of each semester. The evaluation will be based on the student’s attitude, abilities, and job performance. From this evaluation, it will be determined whether the student will be retained for the following semester.

The Financial Aid Office would like you to inform us of additional training/work experience that would make your job more interesting and/or more efficient.

Please circle the appropriate job performance rating with the following:

1 = Unacceptable 2 = Needs Improvement 3 = Average 4 = Very Good 5 = Excellent

Please Circle One					
Dependability	1	2	3	4	5
Relationship to Others	1	2	3	4	5
Attitude/Initiative	1	2	3	4	5
Project Independence	1	2	3	4	5
Quality of Work	1	2	3	4	5
Personal Appearance	1	2	3	4	5
Communication Skills	1	2	3	4	5

Would you rehire? _____

Comments _____

Employee Acknowledgement: I have reviewed this document and discussed the contents with my supervisor.

_____ I agree with this evaluation. _____ I disagree with this evaluation.

Comments _____

Student Employee

Date

Student Employee Supervisor

Date

For more information visit: www.southernwv.edu

#FINDYOURDIRECTION

Southern WV Community & Technical College is accredited by The Higher Learning Commission. AA/EO/ADA Institution. Southern is an Affirmative Action/ADA/Equal Opportunity Employer. Southern does not discriminate on the basis of race, color, national origin, ethnicity, sex, disability, age, religion, gender, sexual or gender orientation, marital status, and veteran status in the administration of any of its educational programs, activities, or with respect to admission or employment. Faculty, staff, students, and applicants are protected from retaliation from filing complaints or assisting in an investigation. Please contact the following concerning inquiries regarding non-discrimination policies and complaints: Title IX Coordinator-Darrell Taylor 304.896.7432; Affirmative Action Officer-Doug Kennedy 304.896.7408; Section 504 ADA Coordinator-Dianna Toler 304.896.7315



Federal Work Study Student Self-Evaluation

Student Information	
Student Name:	Supervisor:
Student ID:	Department:
Period Covered By Evaluation	To

At the end of each semester, each Federal Work Study Student will formally complete a self-evaluation. The evaluation will be based on the student's attitude, abilities and job performance. From this evaluation, the Financial Aid Office will determine how to provide additional training/work experience that would make your job more interesting and/or more efficient.

Please circle the appropriate job performance rating with the following:

1 = Unacceptable 2 = Needs Improvement 3 = Average 4 = Very Good 5 = Excellent

Please Circle One					
Dependability	1	2	3	4	5
Relationship to Others	1	2	3	4	5
Attitude/Initiative	1	2	3	4	5
Project Independence	1	2	3	4	5
Quality of Work	1	2	3	4	5
Personal Appearance	1	2	3	4	5
Communication Skills	1	2	3	4	5

What skills have you learned? _____

What skills would you like to learn? _____

How could we better prepare you for the work force? _____

Comments _____

Student Signature

Date

For more information visit: www.southernwv.edu

#FINDYOURDIRECTION

Southern WV Community & Technical College is accredited by The Higher Learning Commission. AA/EO/ADA Institution. Southern is an Affirmative Action/ADA/Equal Opportunity Employer. Southern does not discriminate on the basis of race, color, national origin, ethnicity, sex, disability, age, religion, gender, sexual or gender orientation, marital status, and veteran status in the administration of any of its educational programs, activities, or with respect to admission or employment. Faculty, staff, students, and applicants are protected from retaliation from filing complaints or assisting in an investigation. Please contact the following concerning inquiries regarding non-discrimination policies and complaints: Title IX Coordinator-Darrell Taylor 304.896.7432; Affirmative Action Officer-Doug Kennedy 304.896.7408; Section 504 ADA Coordinator-Dianna Toler 304.896.7315

Federal Work Study Student Employee Evaluation Rubric

	Excellent	Vary Good	Average	Needs Improvement	Unacceptable
<p>Dependability Comes to work on days assigned, at time assigned, on time to work, leaves when allowed.</p>	Completely dependable. Regularly comes to work on days and times assigned, on time, and leaves when scheduled to leave. No absences or tardies.	Above average in dependability. Has been late, left early, or missed work occasionally. (No more than once a month)	Usually dependable. Typically at work, on time and until departure as scheduled. (No more than 2 absences or being early or leaving early in a month)	Absences, tardiness, or leaving early -- more than average. (Has had 3 or more absences, tardies, early departures in a month)	Unreliable. Unpredictable regarding attendance. Does not attend on regular basis. (Often late or leaving early)
<p>Relationship with Others Uses work appropriate language, polite with others, cooperates with co-workers, engages in appropriate conversation.</p>	Exemplary working relationship with others. Displays polite attitude, volunteers to help other workers. Interactions do not interfere with quality or completion of work.	Works well with others. Will initiate interaction with co-workers. Uses appropriate language when communicating with others. Interactions do not interfere with quality or completion of work.	Gets along pleasantly with others. May have limited interaction with co-workers but will respond to interaction initiated by them. Uses appropriate language when communicating with others. Interactions do not interfere with quality or completion of work.	Has some difficulty working with others. Does not communicate or communicates too much. Sometimes uses inappropriate language when communicating with others. May interfere with quality or completion of work.	Does not work well with others. Participates in distracting behaviors, uses inappropriate language when communicating with others often. Quality or completion of work is seriously impacted.
<p>Attitude/Initiative Comes prepared, willingness to assist in projects, completes projects as directed, will self-initiate completion of projects.</p>	Outstanding and positive attitude. Willing to do more than required, without being asked. Shows enthusiasm in finding work to do. Works in a timely manner while maintaining high quality of performance. Checks quality of own work.	Very ambitious. Open to added projects when asked to perform them, but may not pursue any additional work. Works at a constant pace while maintaining high quality of work. Generally checks quality of own work.	Average in diligence and motivation. Completes assigned projects in allotted time at a constant pace while maintaining acceptable quality of work. Some initiative noted.	Somewhat uncaring in attitude. Does not initiate work on any project. Does not constantly complete work in allotted time and does not constantly maintain quality of work. Often does not complete project.	Undependable. Shows lack of interest. Complains about work. Works at a slow pace or so fast that the quality of work is impacted. Has to be directed through a project. Does not show initiative.
<p>Project Independence Total of assistance needed to complete assigned projects.</p>	Completes all assigned projects independently.	Normally completes projects independently, but sometimes will need a reminder.	Some directions required to complete projects, but mostly independent. May need a reminder no more than once a week.	Needs verbal or graphic prompts in order for projects to be completed on a constant basis.	Does not independently complete projects. Requires assistance.
<p>Quality of Work Does work meet the criteria of the project?</p>	Project is completed in a timely manner with efficiency and high quality of work, while maintaining high standards.	Project is completed with additional time, but quality of work is maintained at high standard.	Additional time needed to complete project, quality is at acceptable level or needs a few changes to meet acceptable level.	Efficiency and timeliness needs improvement for completion. Does not meet acceptable standard and work must be redone.	Efficiency and timeliness for completion is not acceptable and must be redone.
<p>Personal Appearance Physical appearance (dress) is appropriate for business setting.</p>	Exemplary personal appearance (dress) appropriate for business setting.	Personal appearance (dress) is mostly appropriate for business setting.	Personal appearance (dress) is average for business setting.	Personal appearance (dress) could be improved for the business setting.	Personal appearance (dress) is inappropriate for the business setting.
<p>Communication Skills Ability to communicate both verbally and in writing. Uses work appropriate language, polite with others, cooperates with co-workers, engages in appropriate conversation.</p>	Exemplary communication both verbally and written with others. Displays polite attitude with co-workers, students, and visitors. Interactions do not interfere with quality or completion of work.	Works well with others. Will initiate verbal and written communication with co-workers, students, and visitors. Uses appropriate language when communicating with others. Interactions do not interfere with quality or completion of work.	Gets along pleasantly with others. May have limited interaction with co-workers, students, and visitors but will respond to interaction initiated by them. Uses appropriate language when communicating with others. Interactions do not interfere with quality or completion of work.	Has some difficulty working with others. Does not communicate or communicates too much. Sometimes uses inappropriate language when communicating with others. May interfere with quality or completion of work.	Does not work well with others. Participates in distracting behaviors, uses inappropriate language when communicating with others often. Quality or completion of work is seriously impacted.

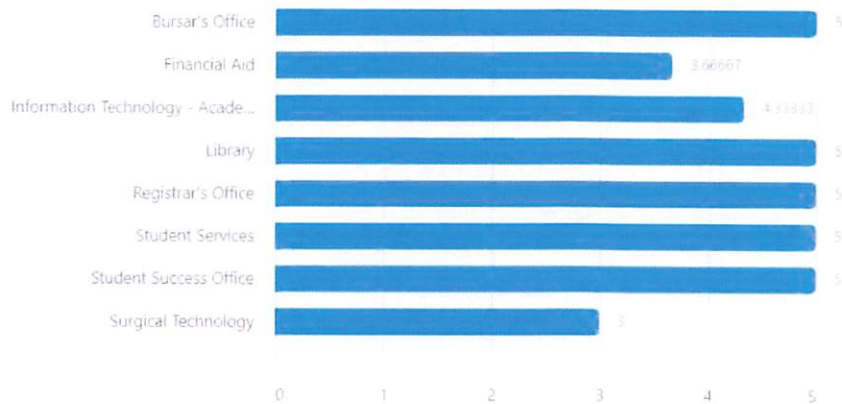
Work-Study Self-Evaluations Fall 2023

Sunday, January 14, 2024 12:19 PM



Average Communication Skills Score by Department

Range from 1 to 5



Co-Curricular Assessment Plan

Plan is due by July 1st for the upcoming academic year

Submit to the Chief Student Services Officer

Plan for Academic Year: 2023-2024

Submitted by: Teri Wells, Registrar

Submission Date: 8/29/2023

Name of Co-Curricular Activity/Program: (Examples: NSLS, SAGA, Learning Studio, etc.)

Graduation Checkout

Assessment Question(s): (What do you want to know?)

Did students synthesize information when they reviewed their DegreeWorks report and their Program of Study with an advisor?

Strategic Goal/Unit or Department Goal or Co-Curricular Development/Support Area(s) related to Assessment Question: (How does this fit into the bigger picture?)

Students will think critically to develop solutions.

Assessment Methods: (How will you know?)

Activities or Measures to be Assessed: (What one thing are you explicitly doing/measuring?)

A digital survey will be completed by the advisor, as well as the student after the graduation checkout process.

Data Collection Plan: (What are your criteria? What level of performance is acceptable? Are there internal targets or external benchmarks you hope to achieve?)

The advisor and student survey will consist of two, Likert-type questions. Scores range from -2 to +2. Our goal is an average score at or above 1.0 on both surveys.

Data Analysis Plan: (How will you review the data you collected? Who is responsible?)

Dashboard created to review results from the digital surveys.

Assessment Results Review: (What will you do with what you've learned?)

Discussion and Sharing Plan: (For example: with your supervisor, a particular office, group/committee meeting, etc.)

The outcomes will be discussed with SS Directors, Student Success Advisors, and Transfer Coordinator (DegreeWorks).

The person who will complete the final report and make recommendations for future assessment questions (Who is responsible for completing this cycle?)

Teri Wells

A final report is due at the end of each fall and spring term when grades are due to the Registrar.

**Graduation Checkout Cocurricular Assessment Survey
Advisor Survey**

Student Success Advisor name: _____

Student Name: _____

Student S#: _____

1. The student combined the information from the DegreeWorks report and the Program of Study curriculum sheet during the graduation checkout process. As a result, the student now understands what classes are needed to graduate.

___Strongly disagree ___Disagree ___Neither disagree nor agree ___Agree ___Strongly agree

2. I was confident in the accuracy of the DegreeWorks audit for potential graduates before the graduation checkout process.

___Strongly disagree ___Disagree ___Neither disagree nor agree ___Agree ___Strongly agree

3. After the graduation checkout process, I am more confident or less confident in the accuracy of the DegreeWorks audit.

___Strongly disagree ___Disagree ___Neither disagree nor agree ___Agree ___Strongly agree

**Graduation Checkout Cocurricular Assessment Survey
Student Survey**

Student name: _____

Student S#: _____

Student Success Advisor name: _____

- 1. I combined the information from the DegreeWorks report and the Program of Study curriculum sheet during the graduation checkout process with the Student Success Advisor. As a result, I understand what classes I need to take to graduate.**

___Strongly disagree ___Disagree ___Neither disagree nor agree ___Agree ___Strongly agree

- 2. I was familiar with the DegreeWorks audit and Program of Study curriculum sheet before the graduation checkout process**

___Strongly disagree ___Disagree ___Neither disagree nor agree ___Agree ___Strongly agree

- 3. After the graduation checkout process, I am confident in the accuracy of the DegreeWorks audit?**

___Strongly disagree ___Disagree ___Neither disagree nor agree ___Agree ___Strongly agree

Registrar CoCurricular Dashboard Fall 2023

Monday, January 15, 2024 3:30 PM

GradCheckoutAdvisor

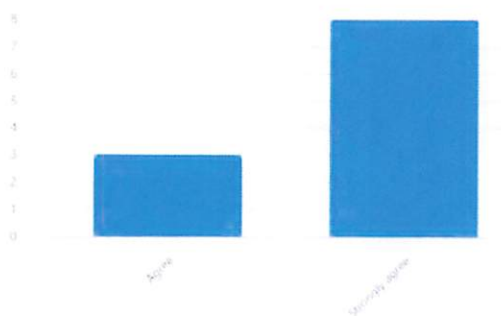
Reset

Term contains Enter a value

Number of Graduation Checkouts 11	Number of Synthesis Scores 11	Average Synthesis Score <small>Range of -2 to +2</small> 1.7
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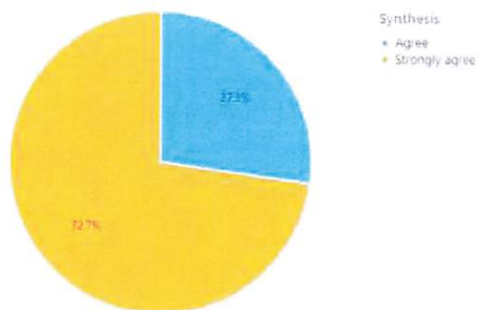
Number of Synthesis Ratings

Strongly disagree, Disagree, Neither disagree nor agree, Agree, Strongly agree



Percentage of Synthesis Ratings

Strongly disagree, Disagree, Neither disagree nor agree, Agree, Strongly agree



GradCheckoutStudent

Reset

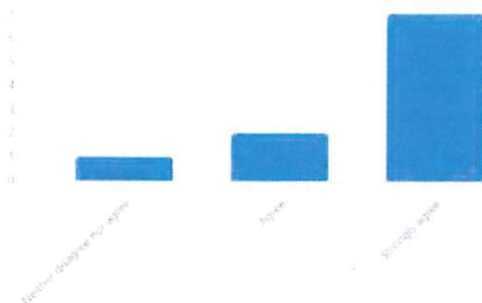
Term is Enter a value



Number of Graduation Checkouts 10	Number of Synthesis Scores 10	Average Synthesis Score 1.6
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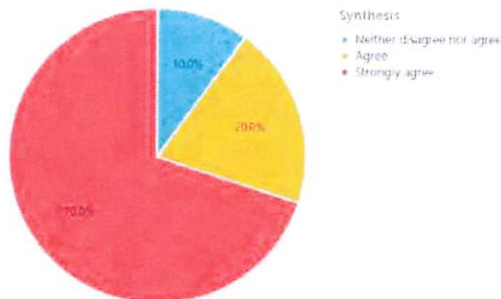
Number of Synthesis Ratings

Strongly disagree, Disagree, Neither disagree nor agree, Agree, Strongly agree



Percentage of Synthesis Ratings

Strongly disagree, Disagree, Neither disagree nor agree, Agree, Strongly agree



Co-Curricular Assessment Plan

Plan is due by July 1st for the upcoming academic year

Submit to the Chief Student Services Officer

Plan for Academic Year: 2023-2024

Submitted by: Dianna Toler, Director of Student Success

Submission Date: 8/29/2023

Name of Co-Curricular Activity/Program: (Examples: NSLS, SAGA, Learning Studio, etc.)

National Society of Leadership and Success (NSLS)

Assessment Question(s): (What do you want to know?)

Did students score at least 10 out of 15 on their SMART goals submissions?

Strategic Goal/Unit or Department Goal or Co-Curricular Development/Support Area(s) related to

Assessment Question: (How does this fit into the bigger picture?)

Students will think critically to develop solutions.

Assessment Methods: (How will you know?)

Activities or Measures to be Assessed: (What one thing are you explicitly doing/measuring?)

The NSLS Advisor completes a rubric on how well the students write their SMART goals

Data Collection Plan: (What are your criteria? What level of performance is acceptable? Are there internal targets or external benchmarks you hope to achieve?)

Student completes online form after each Success Networking Team meeting. Advisor completes online rubric. Each student must score 10 out of 15 possible points to complete.

Data Analysis Plan: (How will you review the data you collected? Who is responsible?)

Dashboard created to review results. Dianna Toler.

Assessment Results Review: (What will you do with what you've learned?)

Discussion and Sharing Plan: (For example: with your supervisor, a particular office, group/committee meeting, etc.)

NSLS Executive Board Meeting/SS Directors Meeting

The person who will complete the final report and make recommendations for future assessment questions (Who is responsible for completing this cycle?)

Dianna Toler

A final report is due at the end of each fall and spring term when grades are due to the Registrar.

Review Screen

FullName

Email

SNTDate

mm/dd/yyyy

Goal

- | | |
|--|--------------------------|
| <p>3 - Clearly focused on the desired outcome
 2 - Partially focused on the desired outcome
 1 - Desired outcome is unclear
 0 - No Answer</p> | <p>Specific</p> |
| <p>3 - Will be measurable because the evidence to be provided will clearly indicate progress
 2 - Will be only partly measurable because the evidence to be provided will not clearly indicate progress
 1 - Evidence of progress will be provided, but will not indicate progress
 0 - No Answer</p> | <p>Measurable</p> |
| <p>3 - The goal is within reason of the student's abilities and can be achieved
 2 - The goal is mostly reasonable given the student's abilities and can probably be achieved
 1 - The goal is only partially reasonable given the student's abilities and will likely not be achieved
 0 - No Answer</p> | <p>Actionable</p> |
| <p>3 - The goal has a strong connection to the student's history, current interests and/or demonstrated abilities.
 2 - The goal has some connection to the student's history, current interests and/or demonstrated abilities.
 1 - The goal has only a slight connection to the student's history, current interests and/or demonstrated abilities.
 0 - No Answer</p> | <p>Rewarding</p> |
| <p>3 - Has a definite date of what will be accomplished by this date.
 2 - Has an indefinite date of what will be accomplished by this date.
 1 - Has an indefinite date of what will be accomplished by this date AND has an unclear time frame by which the goal should be accomplished.
 0 - No Answer</p> | <p>Timely</p> |
| <p>Total should be 10 or higher to be accepted as a SMART goal.</p> | |

SNT Goal Count

34

Average Specific Score

2.21

Average Measurable Score

2.47

Average Actionable Score

2.47

Average Rewarding Score

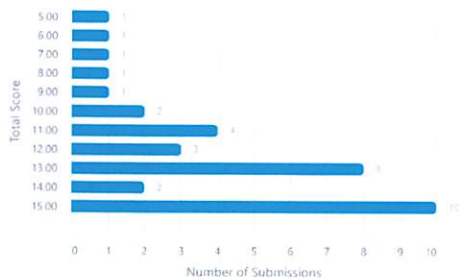
2.76

Average Timely Score

2.35

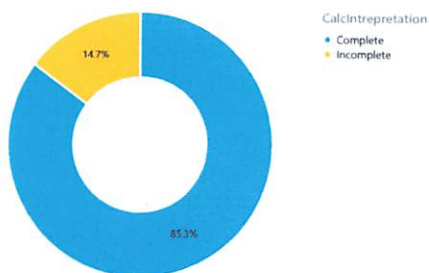
SMART Goal Total Raw Score

Total Score on SMART Goal Rubric



SMART Goal Completion Score Distribution

Percentage of Submissions Completed Successfully



Co-Curricular Meeting

December 13, 2023

1:00 p.m. to 3:30 p.m.

Present: Darrell Taylor, Teri Wells, Mary Trent, Dianna Toler, Tim Ooten, Regina Bias, and Shelly Parker (recorder).

The Co-Curricular Team met on December 13, 2023 to discuss the assessment plan. During the meeting each department; admissions, financial aid, registrar, and student services assessed their first Co-Curricular suggestion plan and final reports of that goal.

After evaluating and discussing each co-curricular assessment, some suggestions for improvements were given. Those suggestions are as follows:

Overall Improvement Suggestions:

1. Add section on report to include general education outcomes to plan and reports.
2. Add department to co-curricular maps
3. Improvements needs to be made to the assessment plan form and final assessment form.

Admissions: New Student Orientation

1. Brand the word connect. Have employees share the word with students throughout the day.

Financial Aid: Work Study Evaluation

1. Have students complete a pre-self- evaluation during orientation.
2. Have students complete Vector Solutions: Communications training.
3. Provide workshops for student workers including mock interviews and resume writing.
4. Add written communication to general education goals on Financial Aid mapping.

Student Services: NSLS

1. Need to set a professional development goal.
2. Both orientations and leadership training should be done in person. Try to encourage students to participate in person. Possibly they could provide lunch to entice the students to participate in person.

Registrar: Graduation Check Out

1. Create a condensed video on how to access and how to interpret Degree Works.
2. Use the word combine in survey instead of synthesize.

Items to Do

A spreadsheet will be completed with a list of things to be done and who is assigned to those tasks. This spreadsheet will be completed by Darrell Taylor and Shelly Parker.

Service Excellence Training

Events is 4 - Fundamentals of Service Excellence 7/23 ,

PrimaryKey	First Name	Last Name ↓	Email	Unit
Bell, Angela-TRUE	Angela	Bell	angela.bell@southernmw.edu	Academic Affairs
Bowen, Pamela-TRUE	Pamela	Bowen	pamela.bowen@southernmw.edu	Facilities
Bowens, Kenny-TRUE	Kenny	Bowens	kenny.bowens@southernmw.edu	Facilities
Bowens, Mark-TRUE	Mark	Bowens	mark.bowens@southernmw.edu	Facilities
Bradford, Sherry-TRUE	Sherry	Bradford	sherry.bradford@southernmw.edu	Academic Affairs
Brooks, Patricia-TRUE	Patricia	Brooks	patricia.brooks@southernmw.edu	Student Services
Brown, Sarah-TRUE	Sarah	Brown	sarah.brown@southernmw.edu	Information Technology
Brumfield, Eric-TRUE	Eric	Brumfield	Randall.Brumfield@southernmw.edu	Facilities
Carter, MaShawwna-TRUE	MaShawwna	Carter	mashawwna.carter@southernmw.edu	Human Resources
Chaney, Brian-TRUE	Brian	Chaney	brian.chaney@southernmw.edu	Information Technology
Collins, Michael-TRUE	Michael	Collins	michael.collins@southernmw.edu	Student Services
Collins, Jill-TRUE	Jill	Collins	jill.collins@southernmw.edu	Finance
Cook, Crystyal-TRUE	Crystyal	Cook	crystal.cook@southernmw.edu	External Affairs
Cook, Tom-TRUE	Tom	Cook	tom.cook@southernmw.edu	Information Technology
Crisp, Dustin-TRUE	Dustin	Crisp	dustin.crisp@southernmw.edu	Human Resources
Deaton, Beth-TRUE	Beth	Deaton	beth.deaton@southernmw.edu	Academic Affairs
DeBoard, Ryan-TRUE	Ryan	DeBoard	ryan.deboard@southernmw.edu	Facilities
Dingess, Stacy-TRUE	Stacy	Dingess	Robert.Dingess@southernmw.edu	External Affairs
Dingess, Debbie-TRUE	Debbie	Dingess	debbie.dingess@southernmw.edu	Human Resources
Dodrill, Sammi-TRUE	Sammi	Dodrill	sammi.dodrill@southernmw.edu	Academic Affairs
Dotson, Angela-TRUE	Angela	Dotson	angela.dotson@southernmw.edu	Student Services
Dove, Brittany-TRUE	Brittany	Dove	brittany.dove@southernmw.edu	Student Services
Drake, Tara-TRUE	Tara	Drake	tara.drake@southernmw.edu	Academic Affairs
Elliott-Hicks, Cheryl-TRUE	Cheryl	Elliott-Hicks	cheryl.elliott@southernmw.edu	Finance
Evans, Elizabeth-TRUE	Elizabeth	Evans	Elizabeth.evans@southernmw.edu	Student Services
Farley, Erica-TRUE	Erica	Farley	erica.farley@southernmw.edu	Academic Affairs
Freeman, Nathan-TRUE	Nathan	Freeman	nathan.freeman@southernmw.edu	Academic Affairs
Goble, Cassandra -TRUE	Cassandra	Goble	cassandra.goble@southernmw.edu	Academic Affairs
Jacobs, Kelly-TRUE	Kelly	Jacobs	kelly.jacobs@southernmw.edu	Student Services

Jobe, Carole-TRUE	Carole	Jobe	carole.jobe@southernwv.edu	Human Resources
Linville, Joe-TRUE	Joe	Linville	joe.linville@southernwv.edu	Facilities
Lord, David-TRUE	David	Lord	david.lord@southernwv.edu	Facilities
Lowe, Paul-TRUE	Paul	Lowe	paul.lowe@southernwv.edu	Facilities
Martin, Tommy-TRUE	Tommy	Martin	tommy.martin@southernwv.edu	Facilities
May, Josh-TRUE	Josh	May	joshua.may@southernwv.edu	Academic Affairs
Maynard, Paula-TRUE	Paula	Maynard	paula.maynard@southernwv.edu	Student Services
McClellan, Henrietta-TRUE	Henrietta	McClellan	henrietta.mcclellan@southernwv.edu	Human Resources
McDonald, Angela-TRUE	Angela	McDonald	angela.mcdonald@southernwv.edu	Academic Affairs
Messer, Anita-TRUE	Anita	Messer	anita.messer@southernwv.edu	Academic Affairs
Mills, Emily-TRUE	Emily	Mills	emily.mills@southernwv.edu	Student Services
Owens, Tim-TRUE	Tim	Owens	tim.owens@southernwv.edu	Academic Affairs
Parker, Shelly-TRUE	Shelly	Parker	shelly.parker@southernwv.edu	Student Services
Pennington, Velva -TRUE	Velva	Pennington	velva.pennington@southernwv.edu	Finance
Podunavac, Sandra-TRUE	Sandra	Podunavac	Sandra.Podunavac@southernwv.edu	Academic Affairs
Porter, Shelby-TRUE	Shelby	Porter	shelby.porter@southernwv.edu	Workforce Development
Ross, Susan-TRUE	Susan	Ross	susan.ross@southernwv.edu	Human Resources
Scott, Pritchard-TRUE	Pritchard	Scott	scott.pritchard@southernwv.edu	Facilities
Slazo, Judy-TRUE	Judy	Slazo	judy.slazo@southernwv.edu	Finance
Stewart, Shelly-TRUE	Shelly	Stewart	shelly.stewart@southernwv.edu	Student Services
Taylor, Melinda-TRUE	Melinda	Taylor	melinda.taylor@southernwv.edu	External Affairs
Taylor, Darrell-TRUE	Darrell	Taylor	darrell.taylor@southernwv.edu	Student Services
Teeters, Lillie-TRUE	Lillie	Teeters	lillie.teeters@southernwv.edu	Academic Affairs
Thacker, Cheryl-TRUE	Cheryl	Thacker	cheryl.thacker@southernwv.edu	Student Services
Thompson, Chris-TRUE	Chris	Thompson	christopher.thompson@southernwv.edu	Information Technology
Toppings, Tammy-TRUE	Tammy	Toppings	tammy.toppings@southernwv.edu	External Affairs
Trent, Mary-TRUE	Mary	Trent	mary.trent@southernwv.edu	Student Services
Trout, Jeff-TRUE	Jeff	Trout	jeff.trout@southernwv.edu	Workforce Development
Vance, Brandon-TRUE	Brandon	Vance	brandon.vance@southernwv.edu	Information Technology
Wells, Teri-TRUE	Teri	Wells	teri.wells@southernwv.edu	Student Services
Williamson, Roger-TRUE	Roger	Williamson	roger.williamson@southernwv.edu	Student Services
Woolum, Shelley-TRUE	Shelley	Woolum	shelley.woolum@southernwv.edu	Facilities

**Memo**

To: Southern West Virginia Community and Technical College Board of Governors

From: Velve Pennington, Chief Finance Officer

CC: Dr. Pamela Alderman, President

RE: Finance Update

We have just begun a new fiscal year and are working on last year's audit and financial statements. We won't have an accurate number on our gain/loss until our financial statements are complete. While it is too early in the year to have recorded any revenue. Our first Financial Aid disbursement is scheduled for September 9th, and we will begin recording financial aid revenue later that month. Loan disbursements will come in two disbursements; one in late September and one in mid-October. We will disburse aid and refunds every two weeks through November 4th.

The budget is expected to be tight this year, so we have only released twenty-five percent of operating budgets to our units in an effort to closely monitor our budget. Then based on incoming revenue we will release the remaining seventy-five percent.

The college currently has 166 days of operational cash on hand and it costs the college \$76,784.59 a day to operate.

We have collected \$5,020,691 in tuition and fees revenue for the year, which is a little over 100% of our 2024 tuition and fees budget. Our interest income is at 222% of the budgeted amount due to interest rates remaining high.

Southern WV Community & Technical College
Operating Budget Cash Analysis
FY 2024

	FY 2024 BUDGET	FY 2024 ACTUAL YTD	Comparison %	FY 2023 BUDGET	FY 2023 ACTUAL YTD	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$4,981,610	\$5,387,867	108%	\$5,324,000	\$4,316,848	81%
Capital Fees	308,082	268,739	87%	425,000	313,553	74%
Workforce Revenue	400,000	280,057	70%	-	160,117	0%
Auxiliary Enterprises	35,000	29,468	84%	40,000	14,433	36%
Other Operating Revenue	50,000	193,199	386%	350,000	238,668	68%
State Appropriations	8,849,656	8,849,656	100%	8,557,086	8,557,086	100%
Investment Income	245,000	543,061	222%	15,000	374,074	2494%
Other Nonoperating revenues	-	501,482	0%	-	-	0%
TOTAL REVENUES	\$14,869,349	\$16,053,529	108%	\$14,711,086	\$13,974,778	95%

TOTAL EXPENSES:						
Salaries and Wages	\$9,826,117	\$9,175,383	93%	\$9,162,908	\$9,555,405	104%
Benefits	2,634,027	2,628,860	100%	2,658,874	2,539,875	96%
Utilities	862,100	773,128	90%	810,000	732,551	90%
Supplies and Other Services	2,298,400	2,165,269	94%	2,079,304	2,613,332	126%
TOTAL OPERATING EXPENSES	\$15,620,644	\$14,742,641	94%	\$14,711,086	\$15,441,163	105%

Net Change in Cash	(\$751,295)	\$1,310,888		\$0	(\$1,466,385)
Cash Beginning Balance	11,403,636	11,403,636		12,870,021	12,870,021
Ending Cash Balance	11,403,636	12,714,524		12,870,021	11,403,636

Summary	
Beginning Cash Balance	\$11,403,636
Revenues	\$16,053,529
Expenses	(\$14,742,641)
Ending Cash Balance	<u>\$12,714,524</u>

Operational Cash on Hand Days	
2024 Operational Expenses	\$14,742,641
Days/yr	192
Operational expenses per day	<u>\$76,784.59</u>
2024 Cash on Deposit	\$12,714,524
Total Operational Cash sustainability	166

12,714,524.44

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President's Report
August 20, 2024

- Classes began yesterday.
- Southern's Production of The Wizard of OZ was very successful. The play was sold out or near sell out at every performance and netted approximately \$35,000.00.
- All employees received an across the board \$2,200.00 raise.
- Boone Campus update.
- Continue ongoing meetings regarding new programs.
- Attended Visionary Committee meeting on the Williamson Campus June 25th.
- Hosted WV Northern President, Dr. Dan Mosser, Jill Keyser, Nursing Program Director and Barbara Nopwasky, Nursing Instructor regarding Nursing Programs.
- Deferred Maintenance Projects update
- Attended Coalfield Executive Director Lunch Interviews July 2 and Directors meeting July 15th
- Met with Gen. Jim Hoyer and Chris Hamilton regarding 2+2 Mining Engineering programs.
- Met with Ruffner Woody from Devil's Backbone to discuss possible opportunities with Southern and Devil's Backbone.
- Southern was awarded a \$2.1 million-dollar SREB Grant to work with area high schools.
- Attended Local Advisory Council Meeting at Tug Valley ARH.
- Met with Logan County Board of Education staff, Camille Evans, Director of Secondary Curriculum and Eric Ellis Director of Student Support and CTE regarding ECA.
- Attended Community and Technical College Advisory Council meeting at the CTC new offices in South Charleston.
- Met with WVU President Gordon Gee, Gen. Jim Hoyer, Steven Hahn and Mark Gavin via zoom regarding Articulation agreements for Mining Engineering and other programs.
- Toured Devils Backbone hosted by Managers Tina Golden and Bethany Bryan along with Rita Roberson, Executive Director of Campus and Community Relations, and Bill Alderman, Chief Academic Officer and Accreditation Liaison Officer.
- Continuous monitoring of budgets with Chief Finance Office and Cabinet.
- New Lineman class began July 8th.
- Finalizing Southern's new Strategic Plan.
- Hosted WV Department of Arts, Culture and History Governor's Art Caravan; Arts Grant Workshop on the Logan Campus August 9th.
- 2nd Annual Sgt. Corey Maynard Softball Tournament was held on August 10th at the Chapmanville Regional baseball field. The Foundation was able to net approximately \$15,000.00 for the scholarship.

- Hosted Faculty Convocation August 13th and 14th.
- Attended Coalfield Health Board of Directors meeting with HRSA regarding accreditation on August 13th.
- Participated in WVOW radio remote with Darrel Taylor and Bill France promoting registration August 13th.
- Welcomed new students at New Student Orientation August 15th
- Met with ZMM architects and engineers regarding Science Lab Upgrades in Logan and Williamson.
- Received \$800,000.00 Federal Earmark for ECA and a \$1.2 million Federal Earmark for renovation of the Library and Student Commons area on the Logan Campus.
- Since the last Board meeting of June 18th, the Foundation has received over \$60,000 in cash donations. The Foundation has also received an award notification for a \$300,000.00 grant that will be received next year. This grant will be used to replace seating in the Savas Kostas theater and to add a new fly system.
- Viewpoint segments are being recruiting and can be seen on our Facebook page.
- Attended Community and Technical College Advisory Committee meeting August 14th.
- Attended West Virginia Council for Community and Technical College Education meeting August 15th.



**Southern West Virginia Community and Technical College
Board of Governors Annual Retreat
Meeting of June 18, 2024
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom Meeting ID: 980 7176 2104**

<https://zoom.us/j/98071762104?pwd=d04rZnNPNzJ5TlhpTIY5UmgrM05MUT09>

**Dial-in: 1-646-876-9923
6:00 p.m.**

MINUTES

Board Members Present: Bud Baldwin, Chair; Shawn Cline-Riggins, Sam Stewart, Chris Gray, Chris Ward, Josh Stowers, David Gresham, Virgil Underwood, and Sydney Brown

Board Members Absent: Alexis Parker, Jeremy Thompson, and George Nisbet

Also Attending: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Velva Pennington, Chief Finance Officer, Joe Linville, Chief Facilities Management Officer, Debbie Dingess, Chief Human Resources Officer, Mr. Bill Alderman, Chief Academic Officer/Accreditation Liaison Officer, Tom Cook, Chief Information Officer, Darrell Taylor, Chief Student Services Officer, and Stacy Dingess, Chief External Affairs Officer

Guests: None

1. **Call to Order**

Board of Governors Chair, Mr. Robert Baldwin, declared a quorum present and convened the meeting at 6:00 p.m.

2. **Call for Public Comments to the Board of Governors**

Chair Baldwin asked for public comments to the Board. No requests for public comment were received.

3. **Classified Staff Annual Report**

Chris Gray presented the Classified Staff Annual Report on Ms. Kimberly Maynard's behalf. Mr. Gray explained the function of Classified Staff is to support the Mission, vision, and goals of the institution and provided the following examples:

- Classified Staff reviews and makes recommendations regarding institutional policies.
- Classified Staff meet once a month. The chair will bring forth policies or issues pertaining to Classified Staff to discuss. Members can also bring forth any issues or concerns to be discussed and relayed to the appropriate department. Staff

member share information with a council member and can remain anonymous if they are uncomfortable bringing information.

- Classified Staff provides representation to the college and professional organizations.
- Provide professional development opportunities.
- Stimulate the strength in morale and satisfaction among staff.
- Thanked the Board of Governors and President Alderman for approving pay raises.
- Constitution is under review for technical issues, clarity, and adding two non-classified members to ensure that group has a voice. The Constitution is a Southern Policy.
- Discussed subcommittees: Professional Development, Southern Samaritans, and Hallmark

4. HLC Institution Response Update

Mr. Bill Alderman provided the following update regarding HLC:

- Mr. Alderman gave an overview of the Focused Visit report and asked that the Board please pay particular attention to pages four through seven and nine and ten, but to please read the report in its entirety.
- Report shows exactly what has been completed in the last 4.75 years.
- Provided a summary that dates back to the inception of North Central Association and HLC merge. Summary provided detailed information from visits from 2003 to the current 2024 Focused Visit Report.
- Each visit up to 2020 had concerns.
- 2024 Focused Visit Report reflected “Superb Report in All Areas.” Visiting team members are implementing the model we use for the areas that was the focus of the visit.
- Read the Mission statement and highlighted the word “Success” gave examples of Southern’s recent successes. Mr. Alderman spoke of capacity graduation ceremonies and Allied Health and Nursing passage rates.
- Mr. Alderman reiterated that this has not been a yearlong process, but rather 4.75 years planning process. On June 7th the IAC (Institutional Action Committee) recommended to remove the interim report due on October 6, 2025 based on the advanced work accomplished by the institution. The action was updated to the HLC portal on June 18, 2024 and added to the institutional status and requirement on our ISR report. Mr. Alderman updates and monitors that resource regularly for status reports from HLC. Within 30 days of June 7th that news was published on the HLC website. That gives the institution 100% - no marks.
- Assessment Academy team completes a four-year program this October participating in the final round table and project presentation in Chicago. The Board has been updated over the last four years of their progress.
- President Alderman read the letter regarding the Focused Visit report.

5. Faculty Senate Report

Chris Ward provided the following update from Faculty Senate:

- Attending Great Teacher Seminar. Britani Kirk, Nursing Instructor was also in attendance.
- Thanked Classified Staff for including Faculty in the Hallmark Committee activities.
- Hopeful to complete the Faculty Senate handbook in the Fall.

6. Finance Report

Ms. Velva Pennington provided the following Finance report to the Board:

- Eleventh month of the fiscal year is complete.
- Currently have 145 days of operational cash on hand and it costs \$71,323.91 a day to operate.
- Southern has collected \$4,114,038 in tuition and fees revenue which represents 83% if the 2024 Tuition and Fees budget. Currently awaiting some third-party payments for Spring and Summer to be collected, which will bring the budget closer to the projected number.
- Interest income is at 204% of the budgeted amount due to high interest rates.

7. President's Report

President Alderman presented her report to the Board:

- Had four graduation ceremonies. Each ceremony was full and we estimated that Southern hosted more than 2,000 people on campus during the events. Largest number of graduates and ECA graduates. Very proud of the graduation.
- Projected to have over 400 ECA students this fall. We have Van High School on Boone on board for Fall and we are still working to get Scott and Sherman High School. Planning to work on incorporating McDowell County in the next year, who is geographically challenging.
- Fourth straight semester of increased enrollment. This is bucking the trend nationwide. Thanked everyone for their hard work to make that happen.
- Very happy with the passage rates of the Allied Health and Nursing programs.
- Williamson Campus has created a Visionary Committee to discuss a Hospitality and Tourism program for the Williamson campus. Administration has met with Rita Roberson to discuss moving forward with this program. A delegation from Southern attended a statewide meeting regarding Hospitality and Tourism. Happy to be on the forefront of this initiative.
- Has attended many meetings.
- Attended the Logan County Chamber of Commerce dedication of the Almost Heaven Swing at the Convention Center.
- Attended the Tug Valley Chamber of Commerce Business After Hours meeting at Williamson Memorial Hospital. Slowly getting the facility up and running starting with 8-10 patients. Hopeful to use this facility as a clinical site.
- Mingo County Board of Education interested in using space at the Williamson Campus for one of their programs. Will keep the Board informed as this moves along.
- Working on updating articulation agreements with our four-year universities.
- WVU interested in doing a 3+1 Nursing Program, President Alderman gave an overview of what that program could look like. Very excited about this possibility.
- Attended the Tug Valley Mine Institute at the Logan County Club, Mr. Baldwin was in attendance as well. Talked with Chris Hamilton from the WV Coal Association about opportunities for our students with mining. President Alderman talked with Mr. Hamilton yesterday and put Southern in touch with Gen. Hoyer at WVU. Will be meeting with them next week to discuss a potential partnership.
- Mr. Bill Alderman has been working on a grant with SREB (Southern Regional Education Board) and received information that we have received \$2.4 million dollars. This is geared towards business accounting and education in those three

pathways. Will work with local high schools and capture them early in a pathway. Will keep the Board informed of this grant as we move forward.

- Attended the Mike McGraw Golf Tournament. Very successful event.
- Lineman held graduation ceremony on May 11th.
- Working on the new Strategic Plan. Hopeful to bring that to the Board in August.
- The Wizard of Oz production is coming up in July. Excited to have this play on our stage. Encouraged everyone to attend if possible.
- 2nd Annual Sgt. Corey Maynard Softball Tournament on August 10th at Chapmanville High School. Sgt. Maynard's son will be throwing the first pitch. His daughter will be helping select the scholarship recipient and selling shirts on TicTok.

8. Discussion Items

8.1 Wyoming Campus Update

Property Sale Open Meeting held on June 11th via zoom. Will have the bid opening on July 1st.

8.2 Mingo County Property

Southern received a requested from the WV Department of Highways asking if we would be interested in buying a portion of property on the Williamson Campus for approximately \$5,000.00 Mr. Baldwin and our attorneys reviewed the map and agreed that we already owned that parcel of property.

8.3 Boone Campus

Attended the Boone County Joint Advisory meeting. Boone County Board of Education has billed us for our fees and they have been paid. Have not heard anymore about Boone County wanting to move into our part of the building. Things are gong well.

8.4 Mingo County Schools Use of Williamson Campus

President Alderman covered this in her report.

9. Action Items

9.1 Election of Officers

Nominations for the following offices will be accepted and voted on: Chair, Vice Chair, and Secretary.

MOTION: Chris Ward made a motion to keep Robert Baldwin as Chair of the Board of Governors.

ACTION: Shawn Cline-Riggins seconded the motion. The motion carried.

Josh Stowers made a motion to close nominations. Shawn Cline-Riggins seconded the motion. The motion carried. Chair Baldwin declared the motion adopted to appoint Robert Baldwin as Chair approved.

MOTION: Chris Ward nominated Shawn Cline-Riggins as Vice Chair.

ACTION: Sam Stewart seconded the motion. The motion carried.

Chair Baldwin made a motion to close nominations. Sam Stewart seconded the motion. The motion carried. Chair Baldwin declared the motion adopted to appoint Shawn Cline-Riggins as Vice Chair approved

MOTION: David Gresham made a motion to nominate George Nisbet as Secretary.

ACTION: Shawn Cline-Riggins seconded the motion. The motion carried.

Chair Baldwin made a motion to close nominations. Shawn Cline-Riggins seconded the motion. The motion carried. Chair Baldwin declared the motion adopted to appoint George Nisbet as Secretary approved

9.2 Approval of April 16, 2024 Board Meeting Minutes

MOTION: Sam Stewart moved to approve the April 16, 2024 meeting minutes with corrections.

ACTION: Chris Gray seconded the motion. The motion was carried unanimously, and Chair Baldwin declared the motion adopted

9.3 Request for Approval of Board of Governors 2024-2025 Meeting Calendar

MOTION: David Gresham made a motion to accept the Board of Governors meeting schedule as presented.

ACTION: Virgil Underwood seconded the motion. The motion carried. Chair Baldwin declared the motion adopted and the meeting schedule approved.

9.4 Request for Approval to Release Policy for an Additional 30-Day Comment Period

9.4.1 SCP-5XXX, PCI *Compliance and Merchant Services*

MOTION: Sam Stewart moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-5XXX, *PCI Compliance and Merchant Services*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment

ACTION: Chris Gray seconded the motion. The motion was carried unanimously, and Chair Baldwin declared the motion adopted.

9.5 Request for Approval to Release Policy for 30-Day Comment Period

9.5.1 SCP-1230, *Firearms, Weapons, and Explosives Policy*

MOTION: Virgil Underwood moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-1230, *Firearms, Weapons, and Explosives Policy* to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public

ACTION: Chris Ward seconded the motion. The motion was carried unanimously, and Chair Baldwin declared the motion adopted.

10. Informational Items

10.1 Resolution Reporting on Undergraduate Tuition and Fee Waivers

Velva Pennington presented the Reporting on Awarding Undergraduate Tuition and Fee Waivers. Ms. Pennington listed the number of waivers and the dollar amount in the report as \$247,922.50.

10.2 Organizational Chart and Vacancy Report

Ms. Debbie Dingess presented the Organizational Chart updates to the Board. She noted that any updates to the chart were in red. Ms. Dingess went over the following in regards to the vacancy report:

- Hired Director of Nursing, Melissa Kirk
- Instructor of Education, Vacant
- Instructor of Electrical Engineering, Vacant
- Instructor of Nursing, Vacant

10.3 Annual and Five-Year Evaluation for President Alderman

Templates for both evaluations will be emailed to members for completion. Results of the evaluations will be reviewed at the August Board of Governors meeting.

10.4 Board of Governors Self Evaluation

Templates for the Board of Governors Self Evaluations will be emailed to members for completion. Results of the evaluations will be reviewed at the August Board of Governors meeting.

10.5 The Next regular Board of Governors meeting will be held on August 20, 2024 at 6:00 p.m.

11 Possible Executive Session under Authority of WV Code §6-9 Regarding Personnel

11.1 Personnel Matters

Chair Baldwin invited a motion for the Board to enter Executive Session. David Gresham moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A to Discuss Personnel Matters. Josh Stowers seconded the motion that carried unanimously. Chair Baldwin declared the motion adopted and the Board then met in an Executive Session at 7:30 p.m. Following deliberations, Josh Stowers moved that the Board rise from Executive Session and reconvene in open session. Chris Gray seconded the motion which was carried unanimously. The Board took no votes nor made any decisions during the Executive Session.

MOTION: Virgil Underwood made the motion to protect all those involved, including the college. that we forward information we have to the Chancellor and to Bowles & Rice, as our legal counsel, to seek their opinion on our current standing and what we should do next, or if we have done all we need to do.

ACTION: Sam Stewart Seconded the motion. The motion was carried unanimously, and Chair Baldwin declared the motion adopted.

14. Adjournment

There being no further business, Chair Baldwin declared the meeting adjourned.

Robert Baldwin, Chair

Jennifer Dove
Executive Assistant to the President
and Board of Governors

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 20, 2024**

ITEM: SCP-5XXX, *Payment Card Industry Data Security Standards Compliance and Merchant Services*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5XXX, *Payment Card Industry Data Security Standards Compliance and Merchant Services*.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

At its June 18, 2024 meeting, the Southern West Virginia Community and Technical College Board of Governors approved the advancement of SCP-5XXX, *Payment Card Industry Data Security Standards Compliance and Merchant Services*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period. The comment period ended July 19, 2024.

No comments were received.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant final approval of SCP-5XXX, *Payment Card Industry Data Security Standards Compliance and Merchant Services*, and number it SCP-5500.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5500**

SUBJECT: Payment Card Industry Data Security Standards Compliance and Merchant Services

REFERENCE: W. Va. Code §§ 12-3A-6, 18B-1-6, and 18B-2A-4; West Virginia State Treasurer's Office Credit Card Handling Handbook; Payment Card Industry Data Security Standards (PCI-DSS); 112 C.S.R. 12, *Procedures for Fees in Collections by Charge, Credit or Debit Card or by Electronic Payment*

ORIGINATION: February 9, 2024

EFFECTIVE: August 20, 2024

REVIEWED:

SECTION 1. PURPOSE

- 1.1 The purpose of this Policy is to establish the compliance requirements for Southern West Virginia Community and Technical College to process payment cards consistent with Payment Card Industry Data Security Standards (PCI-DSS) and applicable federal and State laws, rules, and regulations.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all College departments, employees, vendors, consultants, and other authorized persons associated with the College to utilize the College's Merchant Services.

SECTION 3. DEFINITIONS

- 3.1 "Payment Cards" can be credit, debit, charge, and prepaid cards; a form of payment electronically linked to an account or accounts belonging to the cardholder. For the College's Merchant Services program, payment cards are credit and debit cards.
- 3.2 "Cardholder Data" means personally identifiable information associated with a credit/debit card user, including the full primary account number (PAN), expiration date, security code, name, address, or Social Security number.
- 3.3 "Merchant Services" means the process of conducting payment transactions over electronic means. Although primarily conducted via the Internet, this can also include automated phone banks, touchscreen kiosks, and ATMs. Transactions have payment cards or electronic funds transfers via Automated Clearing House (ACH).
- 3.4 "Merchant Bank," also known as an Acquiring Bank or Acquirer, is the bank or financial institution that processes payment card transactions for a merchant.
- 3.5 "College Merchant" is a College division, department, or other applicable unit that processes payment cards through card present or card not present transactions.

- 3.6 “Payment Card Industry Security Standards Council (PCI SSC)” is a global forum of payments industry stakeholders that develops and encourages the adoption of data security standards and resources for safe payment card transactions.
- 3.7 “Payment Card Industry Data Security Standards (PCI-DSS)” means a consolidated standard administered by the PCI SSC detailing merchant requirements when accepting payment cards. The requirements are developed to safeguard cardholder data when processed, stored, and transmitted.
- 3.8 “Payment Services” are the approved Merchant Services solutions provided by the West Virginia State Treasurer’s Office to collect payment card payments over the Internet.
- 3.9 “Personal Data” means information or data collected that can identify an individual directly or indirectly.
- 3.10 “Point-to-Point Encryption (P2PE)” means security requirements to protect payment data through encryption upon initial capture at the payment terminal to the decryption payment processor before it is processed.
- 3.11 “Card Present Transaction” means transactions that occur with the cardholder present.
- 3.12 “Card Not Present Transaction” means transactions that are generated without the card in view.

SECTION 4. POLICY

- 4.1 The College is responsible for processing and reconciling payment card transactions consistent with PCI-DSS and West Virginia law, regardless of whether it is a card present transaction or a card not present transaction.
- 4.2 Only Payment Card Industry (PCI) Council-approved POS devices that use Point-to-Point Encryption technology (P2PE) may be connected to the College’s IT network for College Merchants to process payment card transactions. The use of unapproved POS devices is strictly prohibited.
- 4.3 All College Merchants utilizing the Internet to accept payment card payments must utilize the West Virginia State Treasurer’s Office (WVSTO) approved Payment Services. Use of unapproved Payment Services is prohibited.
- 4.4 All POS and Payment Services must be associated with an approved wvOASIS account. Use of any other type of bank account is prohibited.
- 4.5 To ensure compliance, a College Merchant must have a legitimate business need to process payments using payment cards to support their administrative, outreach, or academic mission. A legitimate business need must be identified for the designation of College Merchant to be granted.
- 4.6 Use of email to accept payment card payments is strictly prohibited.

SECTION 5. BACKGROUND AND EXCLUSIONS

- 5.1 None

SECTION 6. GENERAL PROVISIONS

- 6.1 Any employee who violates this Policy is subject to appropriate disciplinary action, up to and including termination.
- 6.2 Any student who violates this Policy is subject to the appropriate disciplinary action in accordance with the Student Code of Conduct.
- 6.3 Any individual affiliated with the College who violates this Policy will be subject to appropriate corrective action, including, but not limited to, termination of the individual's relationship with the College.
- 6.4 College Merchants who do not comply with this Policy may be subject to appropriate penalties, including revocation of status as College Merchant. In the event of a data breach due to non-compliance, College Merchants may be subject to actions including, but not limited to, the following:
 - 6.4.1 Fines imposed by a bank and/or payment brand;
 - 6.4.2 Cost to notify cardholders of a data breach;
 - 6.4.3 Payment Card replacement and remediation services for impacted cardholders;
 - 6.4.4 Repayment of fraudulent charges resulting from a data breach;
 - 6.4.5 Onsite forensics audit by a PCI-Qualified Data Security Company;
 - 6.4.6 Merchant certification by a PCI-Qualified Date Security Company; and
 - 6.4.7 Associated legal fees.
- 6.5 The College's Chief Finance Officer, supported by the Bursar, Controller, and Chief Information Officer, will coordinate with appropriate College entities on implementing and enforcing this policy.
- 6.6 Responsibility for interpreting this Policy rests with the Chief Finance Officer.

SECTION 7. RESPONSIBILITIES

- 7.1 The Business Services Unit is responsible for leading and overseeing the College's Merchant Services Program, which includes the following activities:
 - 7.1.1 Working with the WVSTO to ensure that the College's Merchant Services program is in compliance with PCI-DSS, State, and other federal and State laws, rules, and regulations;
 - 7.1.2 Designating the College Merchants who have a legitimate business need to accept payment card payments on behalf of the College;
 - 7.1.3 Maintaining an inventory of all POS devices, eCommerce websites, and Payment Services and a list of College Merchants with their associated Merchant ID and completed Self-

Assessment Questionnaires (SAQs) or Reports on Compliance (ROC), and maintaining a list of vendors' PCI Attestation of Compliance in use at the College;

- 7.1.4 Ensuring that the College Merchant provides and completes annual PCI security and awareness training;
 - 7.1.5 Collaborating with IT on developing policies and procedures to establish a governance framework for the College Merchant Services Program; and
 - 7.1.6 Collaborating with IT on validating PCI compliance annually, which includes completing and submitting the SAQ or ROC to the WVSTO Merchant Bank.
- 7.2 Information Technology will support the College Merchant Services Program, which includes the following activities:
- 7.2.1 Conducting security risk assessments of College Merchants to ensure that devices are properly connected to the College's network, and payment card processing does not introduce an information security risk to the College's IT environment and to ensure that payment card payment processing complies with PCI Standards;
 - 7.2.2 Collaborating with the Business Services Unit on developing policies and procedures to establish a governance framework for the College Merchant Services Program;
 - 7.2.3 Collaborating with the Business Services Unit on the completion and submission of PCI SAQs or ROCs to the WVSTO's Merchant Bank; and
 - 7.2.4 Provide IT technical support to the College's Merchant Services program.
- 7.3 College Merchants are responsible for the following:
- 7.3.1 Designating an individual within the department who has primary authority and responsibility for the payment card processing by that College Merchant;
 - 7.3.2 Ensuring that daily settlements for payment of all card transactions are entered into the College financial system;
 - 7.3.3 Ensuring all staff with duties to accept or process payments complete annual security awareness training (e.g., PCI-DSS, identity theft detection) provided by the College;
 - 7.3.4 Assigning proper segregation of duties for payment card processing, reconciliation of daily transactions and other records, and reporting;
 - 7.3.6 Using College-provided, validated POS devices to collect Cardholder Data over the phone or in person
 - 7.3.7 Using WV STO-approved Payment Services to facilitate payment for products, goods, and services where available on the College websites;
 - 7.3.8 Ensuring that goods and services offered for sale on College websites are reflected accurately;

- 7.3.9 Complying with College policies, procedures, and standards in implementing the College’s Payment Card Program, including but not limited to the Security of Information Technology Policy and the Information Technology Acceptable Usage Policy; and
- 7.3.10 Immediately reporting known or suspected Security Incidents to Information Technology.
- 7.3.11 Safeguarding POS devices and monitoring for device tampering or suspicious activity.

Section 8. CANCELLATION

8.1 None

Section 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such a review, the President or the President’s designee may recommend to the Board that the policy be amended or repealed.

Section 10. SIGNATURES

Board of Governors Chair	Date

President	Date

Attachments: None

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: February 9, 2024 – Policy originated.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 20, 2024**

ITEM: SCP-1230, *Firearms, Weapons, and Explosives Policy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1230, *Firearms, Weapons, and Explosives Policy*.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

SCP-1230, *Firearms, Weapons, and Explosives Policy*, was updated in accordance with new legislation regarding concealed carry of weapons on higher education campuses. It provides guidelines regarding the implementation of W. Va. Code 18B-4-5b, the Campus Self-defense Act, which, subject to certain limited exceptions, allows for the carrying of a concealed pistol or revolver on college campuses by those holding a current and valid license to carry a concealed weapon. The Policies and Procedures Committee reviewed this policy at its April 12, 2024 meeting.

At its meeting on May 7, 2024, the President's Cabinet granted approval for the advancement of SCP-1230, *Firearms, Weapons, and Explosives Policy*, to the Southern West Virginia Community and Technical College Board of Governors. The President's Cabinet also granted approval for the President to forward the policy to all employees as a Southern Administrative Announcement (SAA-2000, C#2-2023) as interim institutional policy until such time that a college policy regarding this subject is sent out for 30-day comment period by the Board of Governors.

At its June 18, 2024 meeting, the Southern West Virginia Community and Technical College Board of Governors approved the advancement of SCP-1230, *Firearms, Weapons, and Explosives Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The comment period ended July 19, 2024.

No comments were received.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant final approval of SCP-1230, *Firearms, Weapons, and Explosives Policy*.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1230**

SUBJECT: Firearms, Weapons, and Explosives Policy

REFERENCE: West Virginia Code § 18B-2A-4, *Powers and duties of governing boards generally*; West Virginia Code § 61-7-14 (Business Liability Protection Act), *Right of certain persons to limit possession of firearms on premises*; West Virginia Code § 18B-4-5b (Campus Self-Defense Act), *Concealed carry on higher education campuses*

ORIGINATION: May 24, 2016

EFFECTIVE: September 16, 2016

REVIEWED: April 12, 2024

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to impose the prohibition of and penalty for the possession or storage of firearms, explosives, and weapons in any form on the premises of Southern West Virginia Community and Technical College or any College-leased facilities, except as specifically provided for by this policy or by law.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all members of the Southern West Virginia Community and Technical College community, including faculty, staff, and students, as well as visitors to any campus. This policy also provides guidelines regarding the Campus Self-Defense Act, which, subject to certain limited exceptions set forth in Section 4, allows for the carrying of a concealed pistol or revolver on all campuses by those holding a valid license to carry a concealed weapon.

SECTION 3. DEFINITIONS

- 3.1 Firearm – Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball, or other projectile, whether loaded or unloaded, including those powered by CO2. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc., and any ammunition for any such device.
- 3.2 Weapon – Any device that is designed to or traditionally used to inflict harm or serious bodily injury or death or is readily adaptable to such use. This includes, but is not limited to:
- 3.2.1 Firearms, slingshots, switchblades or other knives, daggers, blackjacks, metallic or brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, pistols, revolvers as defined in W. Va. Code, or other deadly weapons of like kind or character which may be easily concealed on or about the person. (This does not include a pocketknife with a blade three and one-half inches or less in length, a hunting or fishing knife carried for hunting, fishing, sports, or other recreational uses, or a knife designed for use as a tool or household implement unless the item is knowingly used or intended to be used to produce serious injury or death);
- 3.2.2 Any object that could be reasonably construed as a weapon; or

- 3.2.3 Any object legally controlled as a weapon or treated as a weapon under the laws of the State of West Virginia.
- 3.3 Explosives – Any chemical compounds or mechanical mixture that contains any oxidizing and combustible units or other ingredients in such proportion, quantities, or packing that can be ignited by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that result in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, tasers, air-powered rifles, dynamite, imitation weapons without appropriate safety markings, etc., as well as detonating devices such as detonators, blasting caps, timers, incendiary wire, and the like.
- 3.4 Concealed – Hidden from ordinary observation so as to prevent disclosure or recognition. A deadly weapon is concealed when it is carried on or about the person in such a manner that another person in the ordinary course of events would not be placed on notice that the deadly weapon was being carried. For purposes of this policy, a licensee is considered to be carrying on or about his or her person while in a designated storage area or the weapon is in a motor vehicle if located in a storage area in or on the motor vehicle.

SECTION 4. POLICY

- 4.1 Southern West Virginia Community and Technical College has a responsibility to provide a safe and secure environment for its employees and students. In support of this responsibility, the College has established the following rule regarding firearms, weapons, and explosives on its property.
- 4.2 A person holding a current and valid license to carry a concealed deadly weapon may carry a concealed pistol or revolver on the campuses and in the buildings of Southern. This only applies to areas of the campus and buildings of Southern under the custodial possession of the College and does not include areas rented, leased, or under an exclusive agreement for the full-time occupancy and use of a private entity. (W. Va. Code § 18B-4-5b(a)).
- 4.3 The provisions of Section 4.2 above do not limit the authority of the College to regulate the possession of a concealed pistol or revolver by a person holding a current and valid license to carry a concealed deadly weapon in the following locations:
- 4.3.1 An organized event taking place at a stadium or arena with a capacity of more than 1,000 spectators;
- 4.3.2 At a daycare facility (if any) located on the property of the College or any of its campuses;
- 4.3.3 In the secure area of any building used by a law enforcement agency on the property of the College;
- 4.3.4 In an area of the property of the College that has adequate security measures in place to ensure that pistols or revolvers are not carried by the public into the area;
- 4.3.5 In an on-campus room or rooms in which a student or employee disciplinary proceeding is being held;
- 4.3.6 In sole occupancy offices on the campuses and in the buildings of the College, but only in those offices where the sole occupant notifies those who may be entering that concealed pistols and revolvers are prohibited. (Sole occupancy office means a room with a least one door and walls that extend to the ceiling that is assigned to a single person as his or her workspace);

- 4.3.7 At a primary or secondary education school-sponsored function being held in a specific location on the property of the College that is rented, leased, or under the exclusive use of the West Virginia Department of Education, the West Virginia Secondary Schools Activities Commission, a county school board, or local public school for the actual period of time the function is occurring;
 - 4.3.8 At a private function that is being held in a specific location on the property of the College that is rented, leased, or under the exclusive use of an entity that is not affiliated with the College for the actual period of time the function is occurring. (Any such function designated by an entity under this exception will provide reasonable notice to the attendees);
 - 4.3.9 In any area on the property of the College where possession of a firearm is prohibited by state or federal law;
 - 4.3.10 In specifically designated areas in which patient-care or mental health counseling is being provided; and
 - 4.3.11 In highly hazardous areas. (The College shall provide reasonable notice to the public and campus community about what areas are designated under this exception).
- 4.4 It is also prohibited to possess firearms, weapons, and/or explosives on Southern West Virginia Community and Technical College campuses, or any College-leased facilities, in College vehicles, on any real property under the care, custody, and control of the College, or at any College-sponsored event without the explicit authorization of the President, whether or not it is done openly or concealed and whether or not a federal or state license to possess the same has been issued to the possessor; *Provided*, that a customer, employee, or invitee of Southern may possess any legally owned firearm when the firearm is (a) lawfully possessed; (b) out of view; (c) locked inside or locked to a motor vehicle in a parking lot; and (d) when the customer, employee, or invitee is lawfully allowed to be present in that area. W. Va. Code § 61-7-14(d)(1).
- 4.5 This provision does not apply to the possession of any other weapons or explosives, which remain prohibited. Other exceptions to this policy are as follows:
- 4.5.1 Law enforcement officers and W. Va. Department of Corrections employees to the extent they are legally permitted to possess weapons pursuant to West Virginia State Law;
 - 4.5.2 Military personnel and National Guard in performance of their official duties to the extent they are legally permitted to possess weapons in the State of West Virginia;
 - 4.5.3 Any circuit judge, prosecuting attorney, assistant prosecuting attorney, or investigator duly appointed by a prosecuting attorney; and
 - 4.5.4 College-sanctioned classes, groups, or events where a particular weapon(s) is required and regularly used as part of the curriculum or activity, i.e., various Criminal Justice courses. The control, security, and safe use of such weapons shall be the responsibility of the supervising faculty member. The supervising faculty member shall inform the appropriate Campus Director in advance of any unusual or seldom occurring events involving the use of weapons on campus.
- 4.6 If any person carrying or possessing a firearm or other deadly weapon in violation of this policy refuses to temporarily relinquish possession of the firearm or other deadly weapon or to leave the College premises or grounds as previously defined upon being requested to do so, then the College shall request the services of the appropriate law enforcement authority. Such person may be found guilty of a misdemeanor and, upon conviction thereof, may be fined not more than \$1,000 or confined in jail for not more than six months, or both. W. Va. Code § 61-7-14(c).

- 4.7 To the extent anything in this policy conflicts with the Campus Self-Defense Act or the W. Va. Business Liability Protection Act, the applicable act takes precedence.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Exceptions to this policy may be requested in writing to the President. Only under very limited circumstances will an exception be granted. Questions regarding the applicability of this policy to specific items must be directed to the President.

SECTION 6. GENERAL PROVISIONS

- 6.1 Any student, faculty, or staff member violating this policy shall be subject to the disciplinary policies and procedures applicable to students, faculty, or staff in addition to the penalties provided under State law.
- 6.2 Any other person who fails to abide by the requirements of this policy shall be subject to appropriate action, including a request to leave the property or temporarily relinquish the prohibited item and, if they fail to do so, referral for any appropriate criminal action and/or issuance of a trespass notice.
- 6.3 A holder of a license or any other person not expressly authorized to do so by this policy shall not carry a pistol or revolver (or any other firearm or deadly weapon) that is partially or wholly visible or intentionally or knowingly displayed in plain view of another person in a way or manner to cause, or threaten, a breach of the peace, regardless of whether the firearm is holstered. Anyone who violates this may, in addition to any applicable criminal charges, be subject to discipline.

SECTION 7. RESPONSIBILITIES

- 7.1 Enforcement of this policy will depend on the cooperation of all members of the campus community, both to comply and encourage others to do so. Faculty, staff, and students who see individuals with weapons are asked to notify the President immediately.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: May 24, 2016 – Policy originated.

February 11, 2022 – Revisions made pursuant to amendments in W. Va. Code in both 2017 and 2018.

April 12, 2024 – Revisions made pursuant to changes to W. Va. Code regarding the Campus Self-Defense Act.

EFFECTIVE
August 12, 2024

**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE**

Organizational Chart

Dr. Pamela L. Alderman

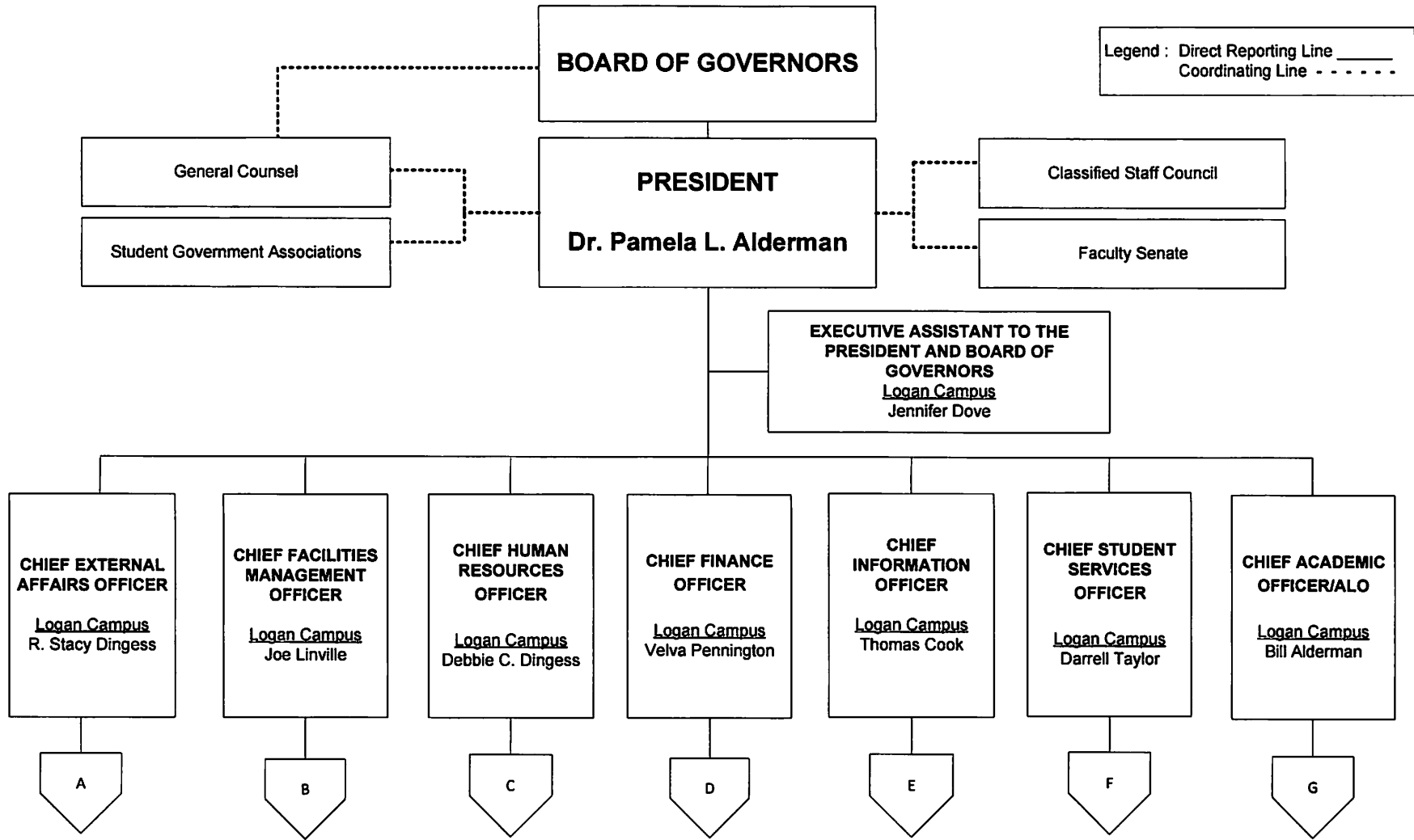
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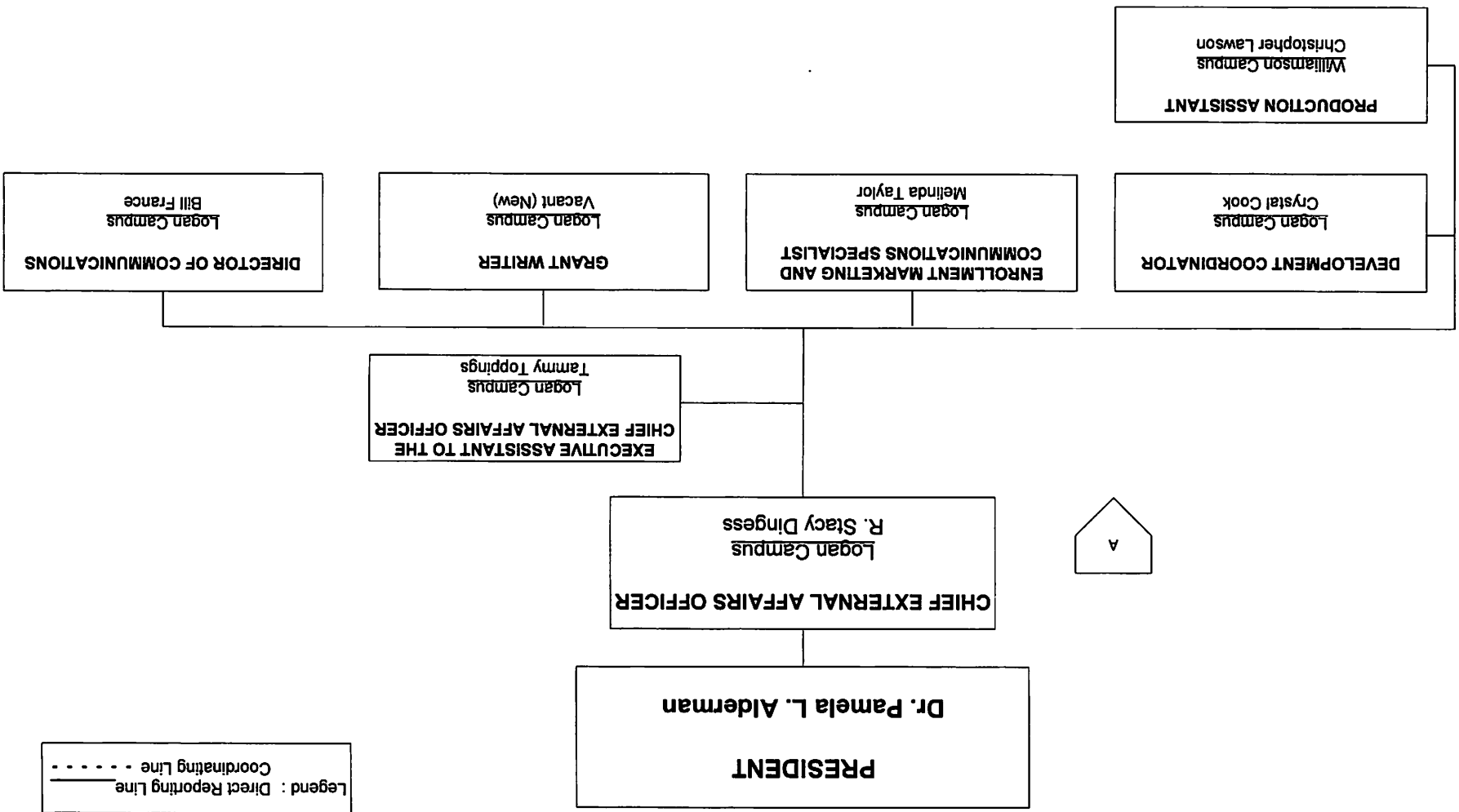


**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ORGANIZATIONAL CHART**

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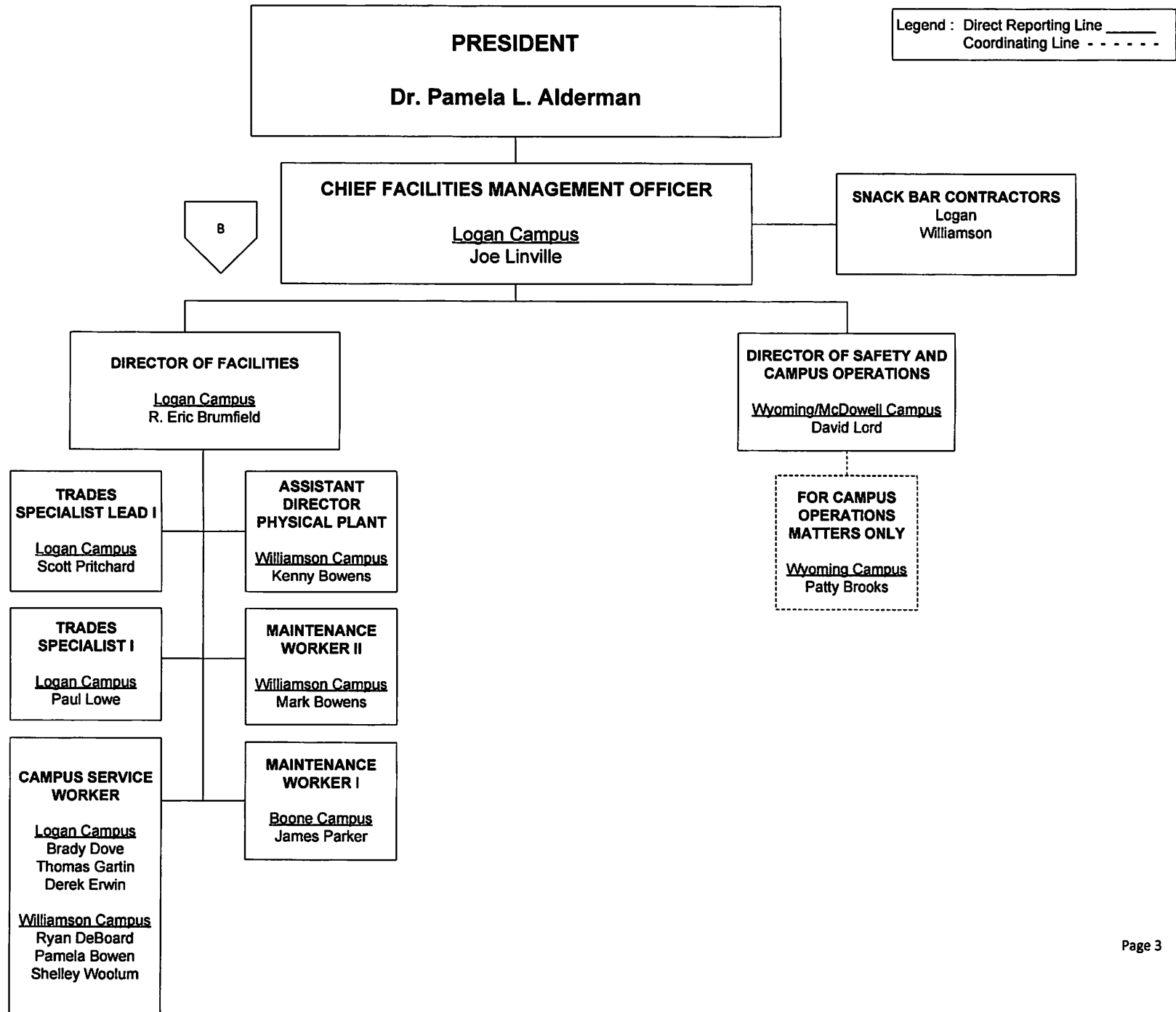


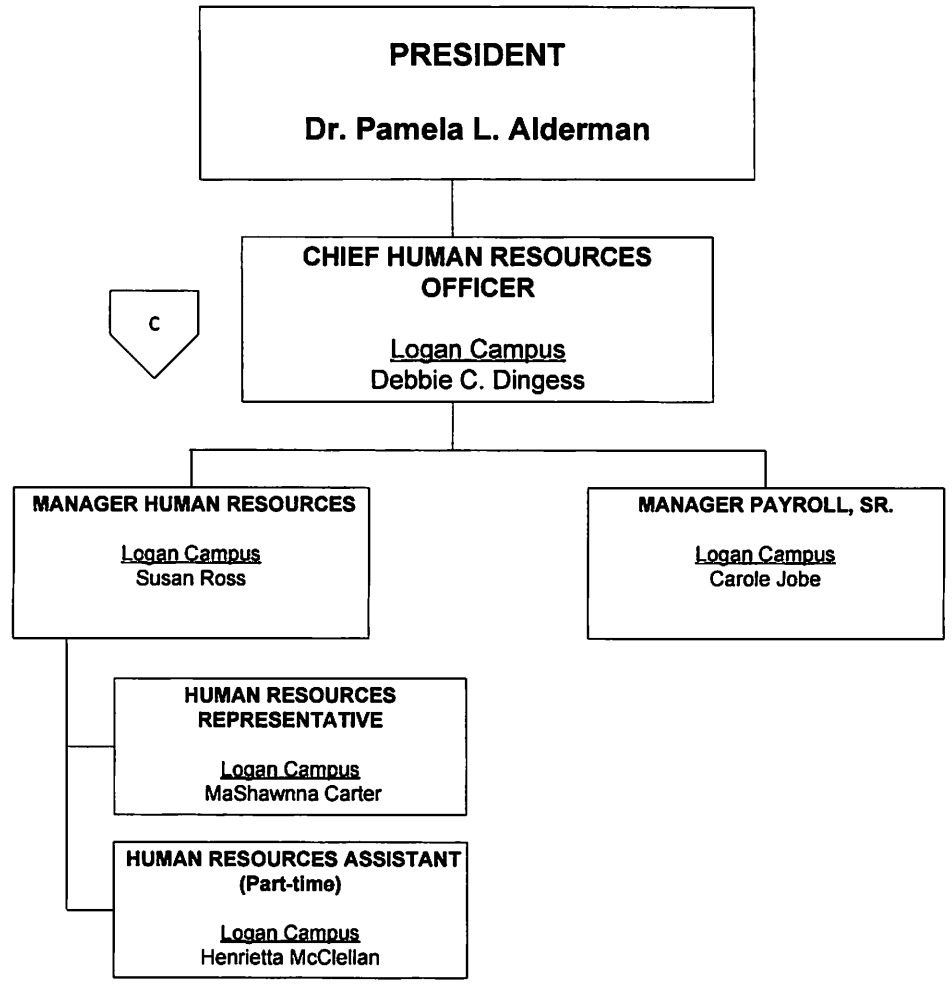


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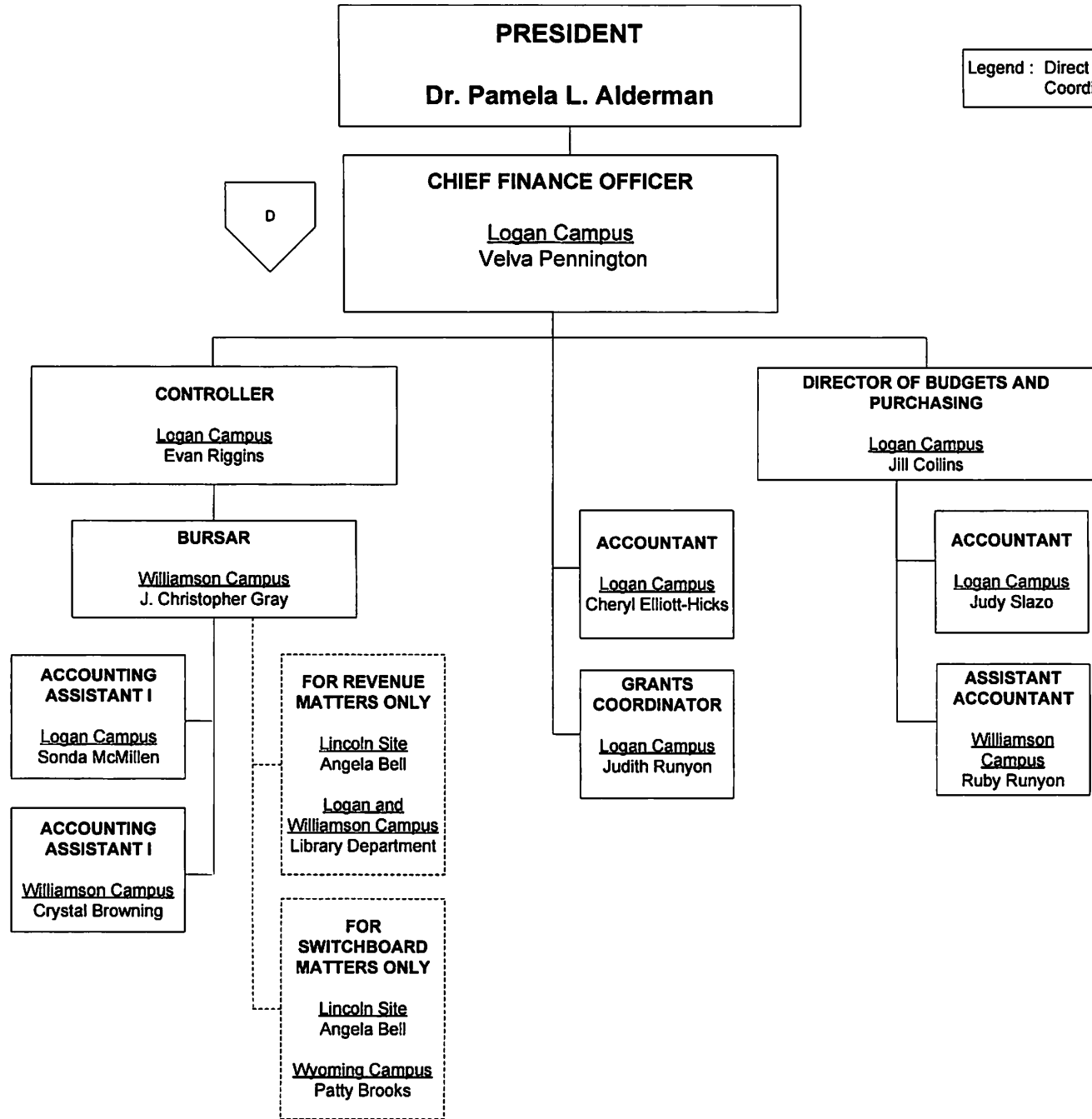
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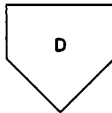




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PRESIDENT
Dr. Pamela L. Alderman

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E

CHIEF INFORMATION OFFICER
Logan Campus
Thomas Cook

DIRECTOR OF NETWORK SERVICES
Logan Campus
Joseph Justice

DIRECTOR OF INSTITUTIONAL RESEARCH
Logan Campus
Sarah Brown

DIRECTOR OF DISTANCE EDUCATION
Williamson Campus
Tim Owens

DIRECTOR OF USER SERVICES
Logan Campus
Curtis Campbell

SYSTEMS ADMINISTRATOR
Logan Campus
Andrew Portzer

APPLICATIONS PROGRAMMER/ DEVELOPER LEAD
Logan Campus
Brian Chaney

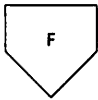
WEB DEVELOPER
Logan Campus
Christopher Thompson

APPLICATIONS PROGRAMMER
Logan Campus
Mark Justice

INFORMATION SYSTEMS TECHNICIAN
Logan Campus
Lee Stroud
J. Brandon Vance
Vicki Workman
Wyoming Campus
Michael Hunter
Williamson Campus
Matthew Hatfield

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PRESIDENT
Dr. Pamela L. Alderman



CHIEF STUDENT SERVICES OFFICER
Logan Campus
Darrell Taylor

STUDENT GOVERNMENT ASSOCIATIONS

EXECUTIVE ASSISTANT TO THE CHIEF STUDENT SERVICES OFFICER
Logan Campus
Shelly Parker

DIRECTOR OF STUDENT SUCCESS
Logan Campus
Dianna Toler

DIRECTOR OF ADMISSIONS
Logan Campus
Tim Ooten

REGISTRAR
Logan Campus
Teri Wells

DIRECTOR OF FINANCIAL ASSISTANCE
Logan Campus
Mary Trent

STUDENT SUCCESS ADVISOR
Boone Campus
Elijah Hooker
Logan Campus
Brian Carter
Michele Moore (TANF Grant)
Cassandra Vance
1 Vacant Position (ASCEND Grant)
Williamson Campus
Elizabeth Evans
Cheryl Thacker (TANF Grant)
Roger Williamson

FOR STUDENT SUCCESS MATTERS ONLY
Lincoln Site
Angela Bell

STUDENT SUCCESS CENTER COORDINATOR
Logan Campus
Hattie Newsome

PROGRAM ASSISTANT I
Logan Campus
Brittany Dove

RECRUITMENT AND OUTREACH SPECIALIST
Logan Campus
Mike Collins

STUDENT COMMUNICATIONS SPECIALIST
Williamson Campus
Shelly Stewart

FOR ADMISSIONS AND/OR STUDENT RECORDS MATTERS ONLY
Lincoln Site
Angela Bell

FOR ADMISSIONS MATTERS ONLY
Wyoming Campus
Patty Brooks

STUDENT RECORDS ASSISTANT
Williamson Campus
Paula Maynard

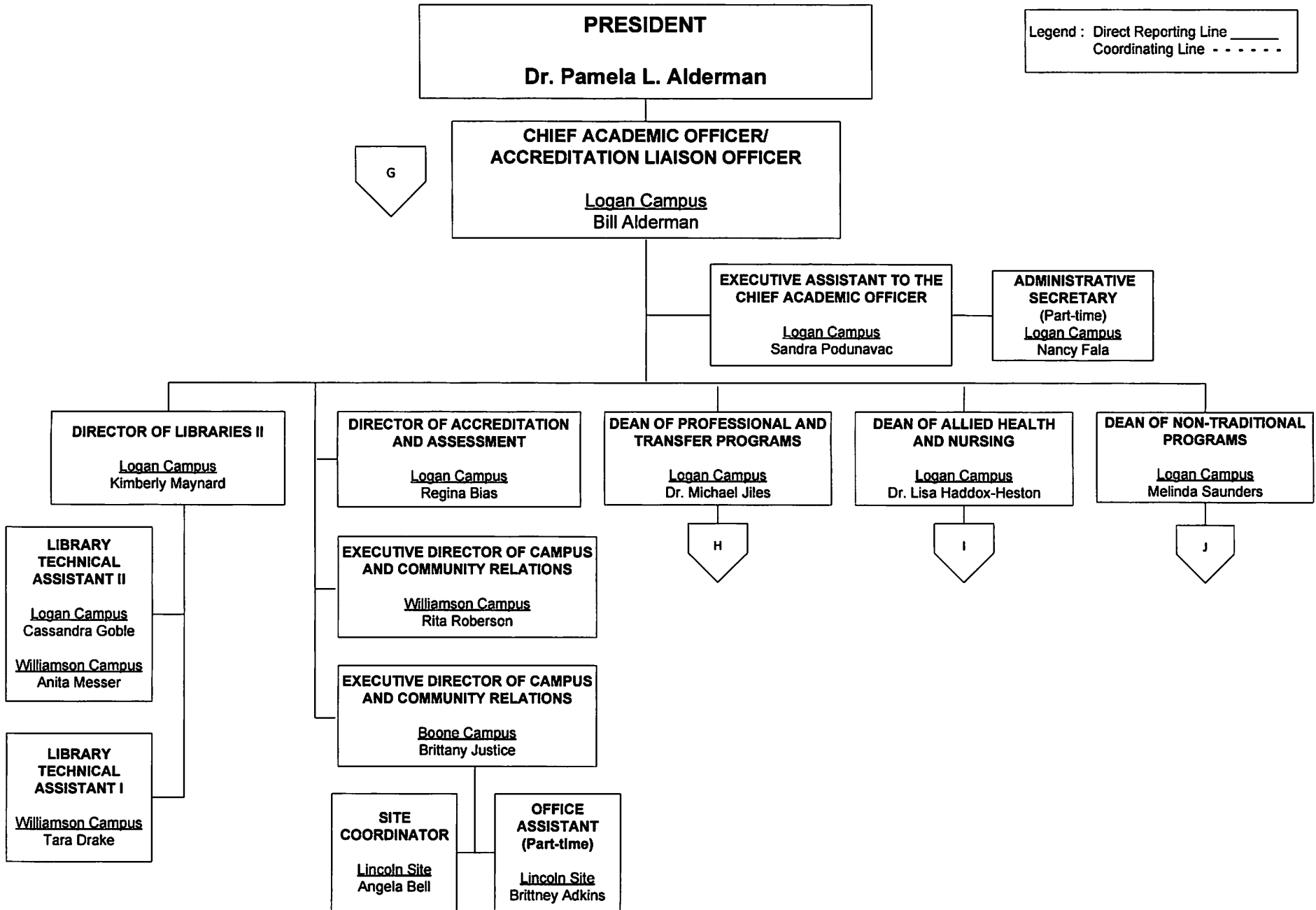
TRANSFER COORDINATOR
Logan Campus
Angela Dotson

PROGRAM ASSISTANT I
Wyoming Campus
Patty Brooks

FINANCIAL AID COUNSELOR
Logan Campus
Emily Mills
1 Vacant Position
Williamson Campus
Kelly Jacobs

FINANCIAL AID ASSISTANT (Part-time)
Logan Campus
Roberta Carter

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 Coordinating Line - - - - -



PRESIDENT
Dr. Pamela L. Alderman

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CHIEF ACADEMIC OFFICER
Logan Campus
Bill Alderman

DEAN OF PROFESSIONAL AND TRANSFER PROGRAMS
Logan Campus
Dr. Michael Jiles

ADMINISTRATIVE ASSOCIATE
Logan Campus
Katlyn Justice



DIRECTOR OF ARTS AND HUMANITIES
Logan Campus
Will Alderman

DIRECTOR OF MATH AND SCIENCES
Lincoln Site
Christopher Ward

DIRECTOR OF PROFESSIONAL AND TECHNICAL
Logan Campus
Stephanie Mounts

EDUCATION FACULTY
Logan Campus
Dr. Gary Hensley
1 Vacant Position
(GYO/SREB Grant)

HUMANITIES FACULTY
Boone Campus
Larry D'Angelo
Logan Campus
Will Alderman
Nathan Freeman
Tehseen Irfan
Lillie Teeters
Williamson Campus
Adam Banks
Kaylee Taylor

SOCIAL SCIENCES FACULTY
Logan Campus
Kevin Dingess
Dr. Charles Keeney
Williamson Campus
Dr. Susan Baisden

MATHEMATICS FACULTY
Boone/Lincoln Campus
Susan Baldwin
Christopher Ward
Logan Campus
Michael Kitchen
Williamson Campus
Liza Jackson

HUMANITIES FACULTY
Logan Campus
Matthew Mayo

SCIENCES FACULTY
Boone/Lincoln Campus
Vacant
Logan Campus
Dr. Lauren Bates
Vincent George
Guy Lowes
Stephanie Woodrum
Williamson Campus
Kimberly Hensley

BUSINESS FACULTY
Logan Campus
Douglas McCloud
Logan Campus
Stephanie Mounts
Williamson Campus
Gordon Hensley

WELDING FACULTY
Williamson Campus
Cameron Woolum

CRIMINAL JUSTICE FACULTY
Logan Campus
Vacant

INFORMATION TECHNOLOGY FACULTY
Logan Campus
Erica Farley
Rick Thompson
Boone Campus
Matthew Payne

ELECTRICAL ENGINEERING FACULTY
Williamson Campus
Candace Hixenbaugh

PRESIDENT
Dr. Pamela L. Alderman

CHIEF ACADEMIC OFFICER
Logan Campus
 Bill Alderman

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DEAN OF ALLIED HEALTH AND NURSING
Logan Campus
 Dr. Lisa Haddox-Heston

ADMINISTRATIVE ASSOCIATE
Logan Campus
 Susan Wolford



DIRECTOR OF NURSING
Logan Campus
 Melissa Kirk

DIRECTOR OF EMERGENCY MANAGEMENT SERVICES
Logan Campus
 Albert M. Smith

DIRECTOR OF COSMETOLOGY AND SALON MANAGEMENT
Logan Campus
 Kelly Warren (Interim)

DIRECTOR OF MEDICAL LABORATORY TECHNOLOGY
Logan Campus
 Christy Spry

DIRECTOR OF RADIOLOGIC TECHNOLOGY
Logan Campus
 Kristin Collins

DIRECTOR OF RESPIRATORY CARE TECHNOLOGY
Williamson Campus
 Stephanie Daniel

DIRECTOR OF SURGICAL TECHNOLOGY
Logan Campus
 Misha Herndon

ADMINISTRATIVE SECRETARY, SR.
Logan Campus
 Sammi Dodrill

SIMULATION AND ACADEMIC LAB COORDINATOR
Logan Campus
 Sherry Bradford

ALLIED HEALTH FACULTY
Logan Campus
 Andrea Brown
 Cynthia Lowes

FACULTY
Logan Campus
 Vacant

FACULTY
Logan Campus
 Jadriana Chaney

FACULTY
Logan Campus
 Morgan Maynard

FACULTY
Williamson Campus
 Gina Lester

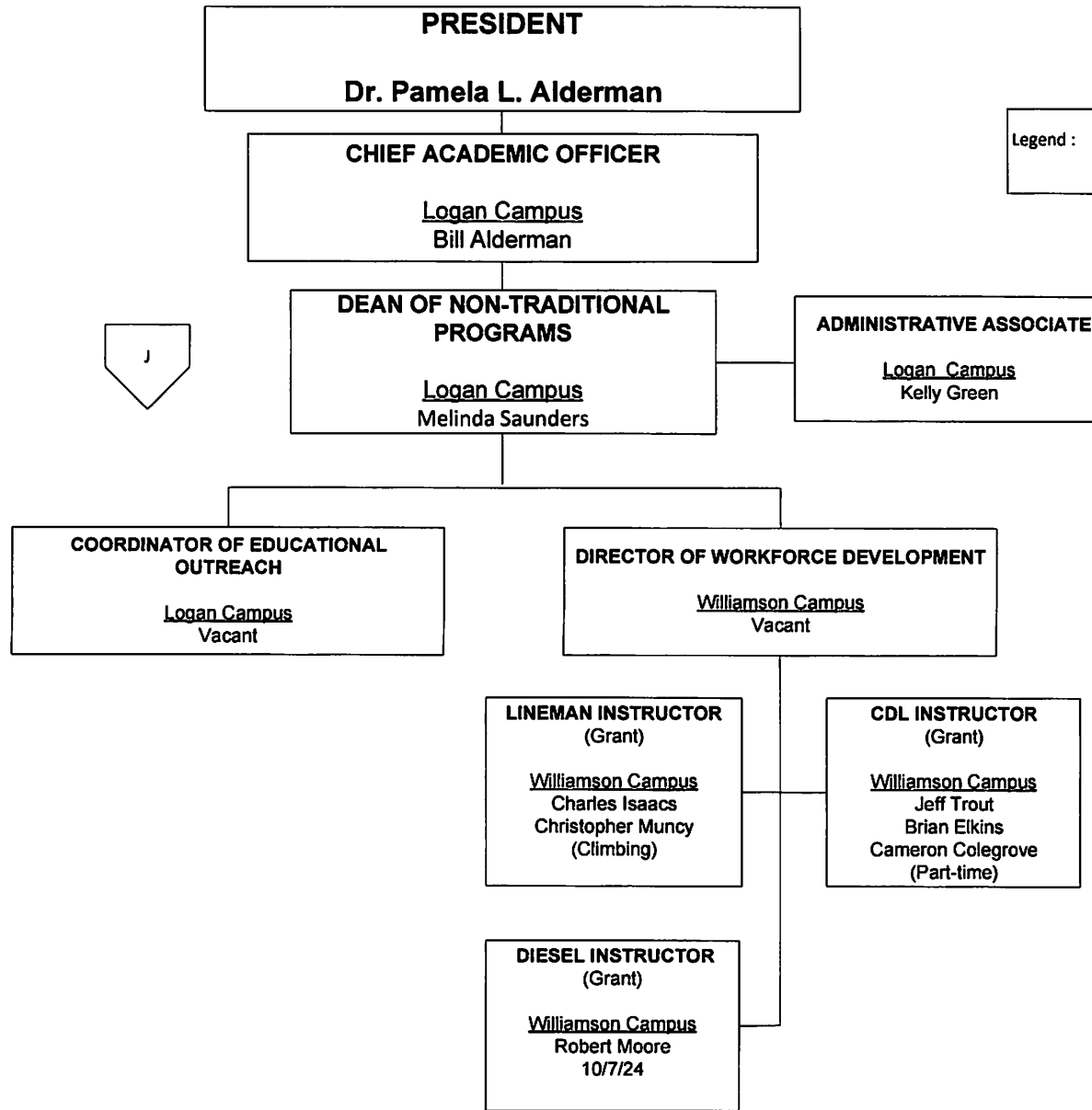
FACULTY
Logan Campus
 Meloney McRoberts

NURSING FACULTY
Logan Campus
 Ashleigh Barnette
 Loretta Brown
 Sharon Davis
 Heather Drake
 Stacy Hatfield
 Jennifer Lowdermilk
 Mika McCoy
 Dr. Debra Mullins
 Maudie Orraca-Tetteh
 Sandra Vance
 1 Vacant Position

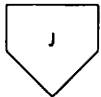
ASSISTANT DIRECTOR OF NURSING (WEEKEND OPTION)
Logan Campus
 Maudie Orraca-Tetteh

NURSING FACULTY (WEEKEND OPTION)
Logan Campus
 Brittani Kirk
 1 Vacant Position (Expansion Grant)
 1 Vacant Position (ASCEND Grant)

ACADEMIC LAB MANAGER/ ADMINISTRATIVE SECRETARY, SR.
Logan Campus
 Beth Deaton



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Southern West Virginia Community and Technical College

Presidential Succession Plan

July 1, 2024 – 2025

Name of Proposed Successor	Position
Darrell Taylor	Chief Student Services Officer
Velva Pennington	Chief Finance Officer
Tom Cook	Chief Information Officer

Executive Leadership Succession Plan

July 1, 2024 – June 30, 2025

Key Role	Incumbent	Number of Years in Current Role	Number of Years at Southern	Estimated Time to Retirement	Name of Proposed Successor	Current Position of Proposed Successor
President	Dr. Pamela L. Alderman	4	32	11 years	Darrell Taylor	Chief Student Services Officer
Chief Academic Officer	To Be Determined				To Be Determined	
Chief Development Officer	Robert "Stacy" Dingess	2	8	3 years	Crystal Cook	Development Coordinator
Chief Facilities Management Officer	Joe Linville	3.5 years	6	4 years	Eric Brumfield	Director of Facilities
Chief Finance Officer	Velva Pennington	1 year	16	21 years	To Be Determined	
Chief Human Resources Officer	Debbie Dingess	7.5 years	23	3 Years	Susan Ross	Manager Human Resources
Chief Information Officer	Tom Cook	7	7	3 years	To Be Determined	
Chief Student Services Officer	Darrell Taylor	3.5 years	16	7 years	Teri Wells	Registrar